

INFORMATION COMMUNICATION TECHNOLOGY (ICT) POLICY

NAG 3 and 5

PURPOSES:

To comply with the National Administrative Guidelines 1999. In particular, National Administration Guideline 3 requires the Board to implement policies which “promote high levels of staff performance and use educational resources effectively”, and National Administration Guideline 5 which requires the Board to “ensure the safety of students and employees”.

RELEVANT LEGISLATION:

Films, Videos and Publications Act 1993

Health and Safety in Employment Act.

POLICY:

1. The Board of Trustees will endeavour to provide ICT equipment and information for effective curriculum delivery according to the National Curriculum through the annual budget planning.
2. The Board of Trustees will set, from time to time, expected “levels of performance” which will detail the expected performance criteria of the ICT network
3. The Board of Trustees will ensure that the components of the ICT network comply with occupational health and safety standards as outlined in relevant legislation and with published MOE ICT specification guidelines.
4. The Board of Trustees will have in place procedures to ensure the safety of staff, students and other approved users in their use of internet resources available through the ICT network.
5. The Board of Trustees will have in place procedures to ensure the security of information stored on the ICT network.
6. The Board of Trustees will have in place procedures to ensure that there is comprehensive documentation of all components of the ICT network especially any procedures relating to the safety and security of data. This documentation will include all listing of all existing hardware, cabling, software and any related IT components. It will also include specifications, location, purchase dates and serial numbers for each of these items. Passwords to access the network will be stored securely and there will be a list of which staff have access to the various levels of the network.
7. The Board will delegate oversight of the security of the network through the Principal. This delegated person responsible for network security will provide the Board with regular updates on the ICT network.

Terms:

“ICT Network” and “Network” refer to all the computers and related hardware and software owned or leased by the school, whether stand-alone at school or off-site, or physically connected to any of the school’s computer networks.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993 and should be read in conjunction with the Long Bay College Images and Website Policies.

New/Reviewed	Tabled	Adopted	Signed
First Draft 5/9/00, reviewed 19/9/00	Amended and tabled 3/10/00	7/11/00	By John Brockliss, Board Chairperson
Reviewed and amended 2/3/04	Tabled, amended and tabled 6/7/04	3/8/04	By Andrew Stewart, Board Chairperson
Under review 7/06	Tabled 10/06, reviewed, to be adopted 7/11/06	7/11/06	By Andrew Stewart, Board Chairperson
Under review 18/11/08	Tabled 3/2/09, amended and tabled again 5/5/09 for adoption 2/6/09	2/6/09	By Richard Griffin, Board Chairperson
Under review 21/6/11		8/11/2011	By Rob Gosling, Board Chairperson
Under review 22/10/13	12/11/13	3/12/13	By Robyn van der Sande, Board Chairperson
Under review 11/8/2016	6/12/16	6/12/16	By Robyn van der Sande, Board Chairperson