ICT Network & Internet Policy

ICT Network & Internet Policy		
Policy Last Review	**Review Date and Frequency**	**Responsible for Review**
October 2021	Every two years	Business Manager
Recommended By	**Approved By**	**Approval Date**
School Executive	School Council	26 October 2021

INTRODUCTION

Access to the Clarence Valley Anglican School ("the School") network and the internet is a privilege, not a right. Staff and students are expected to behave in a responsible manner and abide by the rules set out below.

POLICY STATEMENT

The Information and Computing Technologies (ICT) Network will be used for professional or educational purposes involving the use of software, creation and management of files, research, e-mail and publishing as part of classroom activities, self-directed activities or support services.

The School believes that the benefits to staff and students from accessing information from internet sites, libraries, databases and bulletin boards, and exchanging messages with people throughout the world will enhance their professional and educational performances and experiences.

Acceptable use rules include but are not limited to:

- Only use ICT for educational or school-related professional purposes
- Take good care of School ICT equipment and not tamper with it
- Only use personal passwords and access personal work files
- The personal log-in of another staff member or student must not be used by another individual
- Staff and students must not share the personal login passwords of an individual
- Electronic communications must not be used to harass, insult or defame others
- Care must be taken not to publicly disclose the confidential information of staff and students
- The internet must not be used to access illegal, dangerous, explicit or offensive information
- Comply with intellectual property and copyright laws

Failure to abide by these rules could result in sanctions such as loss of access to the School network, further disciplinary action or police investigation.

The School reserves the right to access and/or transfer staff and student files at any time without notice. Internet and email usage will be monitored.

RELATED DOCUMENTS

- *Anti-Bullying and Harassment Policy*
- *Behaviour Support Policy*
- *Data Breach Policy*
- *Privacy Policy*
- *Safe and Supportive Environment Policy*
- *Staff IT and Electronic Equipment Usage Code of Conduct Policy*