

Policy Title:	INFORMATION COMMUNICATION TECHNOLOGY & DIGITAL COMMUNICATIONS	
Related NAGs:	NAG 4 : Manage assets	
Approved by:	Approved by	For Board Meeting: November 2020
Contact:	Leadership Team	Review Date: November 2023

PURPOSE

This document outlines Auckland Grammar School's (the School) policies and procedures relating to its Information Computer Technology network and the School's Digital Communications.

SCOPE

This policy applies to all employees, students and approved users of the School's Information Communication Technology network.

DEFINITIONS

For the purpose of this policy, the following terms are defined as follows:

Auckland Grammar School Information Communication Technology (ICT) Network- includes, but is not limited to:

- ICT hardware, including the interconnected multi core fibre wiring
- Issued Staff Laptops and Devices
- The wireless connectivity system
- On-line facilities, including the School's website, the School's Student Management and Learning Management systems and other associated databases.

Email - refers to all material contained in an electronic message and includes any documents or files attached to the message. The requirements outlined in this policy do not differentiate between intended recipients of email correspondence.

Digital Communications - refers to emails but also to content that is created and/or published on on-line platforms, including but not limited to databases and Social Media channels.

Social Media - websites and applications that enable users to create and share content, or to participate in social networking.

Electronic device - anything electronic that is capable of storing and/or displaying digital information (includes but is not limited to: mobile phone, smart phone, smart watch, computer, laptop, tablet, netbook, game console, portable media player, camera, digital voice recorder).

Item - Any physical object or any information stored in digital form. An item in digital form includes, but is not limited to, a text, an image, an audio clip or track, and a video clip or movie.

POLICY STATEMENT

Auckland Grammar School recognises that Information Communication Technology, including the Internet, is an important educational resource. The School acknowledges that its community has expectations relating to the development of Information Communication Technology skills and competencies of students, whilst understanding that the use of Information Communication Technology platforms, software and hardware should enhance the existing curriculum.

The School is committed to providing a current, robust and responsive Information Communication Technology network that aims to cater for the needs of its users. In doing so, the School accepts and exercises its authority to establish, communicate, and apply Acceptable User Policies, as it seeks to provide a safe physical and emotional environment for its employees, students and approved users.

RESPONSIBILITIES

The School aims to:

- Regularly review, and amend where necessary, the Acceptable Use Policies that the respective users of its ICT network must acknowledge and abide by.
- Maintain a current register of User Agreement Forms.
- Co-ordinate all hardware and software purchases, under the guidance of the Director of Information Services within delegated authorities.
- Adhere to industry software licensing requirements.
- Consult with staff regarding expansions to the ICT network capacity and capability.
- Provide Professional Development to its staff on the use of its ICT network.
- Provide education on how to appropriately use the Internet, including Social Media platforms.
- Provide a safe environment, assisted by the provision and use of Closed-Circuit Television (CCTV) operations across the campus and School owned properties.

Employees will:

- Sign the Staff ICT Acceptable Use Acknowledgement Form and Staff Laptop Acceptable Use Acknowledgement Form prior to using the School's ICT Network.
- Use the School's email service primarily for school communication and within the clearly established guidelines.
- Only use legally licensed software and not attempt to download or install unauthorised software onto the School's computers.

- Ask Information Services for prior approval before attempting to connect a personal device or laptop to the School's ICT network.
- Ensure that any resources uploaded to the School's ICT network are appropriate and up-to-date.
- Adhere to the School's Social Media Acceptable Use Procedures.
- Be aware of the School's Intellectual Property and Data Ownership Procedures.
- Meet the School's procedural obligations with respect to the Professional Development Video Project.

Students will:

- Sign the Student ICT Acceptable Use Acknowledgement & Agreement Form prior to using the School's ICT Network.
- Use the School's email service primarily for School communication and within the clearly established guidelines.
- Only use legally licensed software and not attempt to download or install unauthorised software onto the School's computers.
- Ask Information Services for prior approval before attempting to connect a personal device or laptop to the School's ICT network.

Parents will:

- Sign the Parent ICT Acceptable Use Acknowledgement & Agreement Form prior to their student using the School's ICT Network.

RELATED DOCUMENTS

- Education and Training Act 2020
- Employment Relations Act 2000
- Harmful Digital Communications Act 2015
- Privacy Act 2020
- Education (Surrender, Retention, and Search) Rules 2013
- Ministry of Education Guidelines for the Surrender and Retention of Property and Searches 2014

PER ANGSTA

AD AUGUSTA

1869