

# Cashmere Avenue School

## RESPONSIBLE STAFF USE OF ICT RESOURCES

### 1.1 Purpose

These guidelines address teachers' use of Information and Communication Technology (ICT) resources supplied or available through the school. It applies to use at school and at home. Such resources include computers, laptops, information storage devices, digital and video cameras, internet and email accounts, any school websites (intranet or internet based) and network connections.

### 2.1 Expectations of Staff

All staff are expected to:

- use the school's ICT resources in a responsible manner and not permit it to be used by anyone who is not authorized to do so. This includes family members and unsupervised students.
- use the school's ICT resources for school related activities and keep to a limited level of use for personal purposes.
- avoid engaging in any unreasonable activity, including any that:
  - affects the cybersafety of the school learning environment
  - affects the ability of other staff to meet their obligations to the school
  - is for personal profit
  - is for political reasons
  - brings the school into disrepute
  - causes harassment or offence to others
  - incurs unreasonable cost
  - breaches NZ laws - including involvement with illegal (objectionable) material
  - overloads shared systems by sending or receiving excessive amounts of material.
- observe high ethical standards in the school's ICT resource use and not access or store any information, files or software that do not meet such high ethical standards. Inappropriate material includes, but is not limited to, offensive material, viruses, virus hoaxes, chain letters.
- use the internet, email and school network in an appropriate manner and avoid use that would be considered misconduct. Examples of use that would be considered misconduct include:
  - accessing material of an offensive nature, such as pornographic images
  - accessing illegal (objectionable) material. Involvement in this will need to be reported to law enforcement.
  - carrying out gambling or trading activity
  - possessing for intentional viewing, offensive or defamatory material
  - 'hacking' or carrying out malicious attacks on electronic systems, including deliberately introducing a virus
  - any activity that would constitute breaking any school policy

- using another teacher’s email account to send messages, or using false identification on any internet service
  - any activity that would be considered harassment, including sending offensive material and repeated unsolicited email.
- respect the copyright on software, music, images, text, etc., by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto the school’s ICT resources.
- The use of any personal ICT resources within the school is not allowed without the written authorisation of the principal or board (see appendix 1 below). This includes staff members use of or connection to their own computers, laptops, information storage devices, digital and video cameras, internet and email accounts, and any personal websites or network connections. Any personal ICT resources authorised for use in the school must be made available for audit and inspection upon board request.

**3.1 Actions in the event of staff misuse of ICT resources.**

If the expectations above are not met then disciplinary action will follow in accordance with the school’s policy *4.11 Policies related to Staff Behaviour and Performance, section1: Staff Discipline*. In accordance with this policy failure to meet the above expectations would result in a verbal or written warning from the principal.

Instances where there were continued breaches, or where the physical or emotional safety of children was put at risk, or where a staff members actions were illegal, would be considered to be serious misconduct. Such cases would be referred to the Board of Trustees for disciplinary action and may result in dismissal.

Appendix 1.

**Cashmere Avenue School  
Authorisation To Use Personal ICT Resources Within The School**

Authorisation is given to \_\_\_\_\_

To use the following personal ICT resource(s) within the school:

\_\_\_\_\_

\_\_\_\_\_

The period of this authorisation is from \_\_\_\_\_ to \_\_\_\_\_

It is agreed that the above listed personal ICT resource(s) will be made available for inspection or audit at the board’s request.

\_\_\_\_\_  
Signed on behalf of the board.

\_\_\_\_\_  
Staff member signature.