



STAFF ICT PROCEDURE

PURPOSE:

Information Communication Technologies is the collection, structuring, manipulation, retrieval and communication of information in various forms. This includes audio and graphical communication, use of electronic networks and interactive media. **All staff** are allowed access to ICT resources and the Internet to support research and class work under the following guidelines.

Staff need to be aware that any incident involving material which is deemed “objectionable” under the *Films, Videos and Publications Act* could constitute criminal misconduct necessitating police action. As well, involvement with any material, which while not illegal under the *Act*, is nonetheless detrimental to the safety of the school environment, may constitute professional misconduct serious enough to require disciplinary response by the school.

Staff using computers /electronic devices owned by the school at this school will be required to sign an ICT agreement.

GUIDELINES:

ICT Resources

1. Access to resources and the Internet is a privilege not a right. Continued use depends on respect for the rules /guidelines and the care of equipment.
2. Resource users unique ID, which will allow access to specific computer resources, will be issued to all teaching staff. Passwords and personal details must not in any circumstances be shared.
3. The privacy and copyright of others will be respected at all times.
4. Files belonging to others will not be read, copied, changed or deleted without the explicit agreement of the owner.
5. The terms applying to software licensing agreements of copyright laws will not be violated.
6. Resources (paper, ink etc) will be conserved.

Internet and E-mail

Use of the Internet for personal use must be in personal break times and adhere to Christian values and the Code of Conduct. All staff must sign a contract pertaining to their use of the Internet.

1. Users will at all times identify themselves and not misrepresent themselves or the School.
2. Users may not access material that may be offensive to others.
3. E-mail messages must be courteous and respect the privacy and rights of others.
4. Users may only read their own mail.
5. The Principal has the right to and may at any time terminate, withdraw or limit Internet access or e-mail facilities.
6. The School will have a disclaimer at the bottom of any outgoing messages stating that the views or opinions expressed are not necessarily those of the School.
- 7. All staff will be required to sign a Staff Agreement for Acceptable Use of the Internet and email.**
8. Suspected inappropriate staff use will be reported to the Principal.
9. An independent person may audit the system and will report any discrepancies or concerns to the Principal.

Staff Responsibilities When Using the Computers /Electronic Devices with Students

1. All students should be supervised by a staff member while using the Internet or sending e-mails.
2. Before any student can make use of the Internet:
 - A Student/Parent Agreement for Acceptable Use of the Internet must be signed.
 - This form must be kept in a Student's Profile.
3. Permission must be given before material can be downloaded or printed.
4. The screen must be turned off immediately if offensive or objectionable material is sighted and the teacher notified immediately (ICT Co-ordinator informed and logged). The history file must be deleted. The temporary files must be deleted.
5. Inappropriate use of the Internet or e-mail by a student must be reported immediately to the Principal.

USE OF ICT – ELECTRONIC DEVICES

GUIDELINES:

1. All users will have clean hands.
2. No food or drink will be consumed or placed near computers.
3. Users will have instruction or advice on neutral work posture.
4. Monitors will be operated at the lowest brightness level that is still readable.
5. Users should take frequent short breaks from the computer.
6. Computers will be set up in such a way to reduce hazards.
7. Neutral Work Posture
 - Use a good chair and sit back

-Top of monitor 5-8 cm above eyes

Liability Disclaimer

This school is not, and cannot be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.

Review Responsibility: *Principal and Digital Technologies Lead Teacher*

Date Confirmed: 11 August 2020

Principal: *Karla Mitchell*



WELLINGTON SEVENTH-DAY ADVENTIST SCHOOL

STAFF AGREEMENT FOR ACCEPTABLE USE OF THE INTERNET AND E-MAIL

The **STAFF ICT PROCEDURE** outlines the correct and proper use of the Internet and E-mail for the protection of students, staff and Board. Use of computers and the network will constitute an acceptance of these terms.

Please read the procedures and sign your name agreeing to the conditions for the use of the Internet and E-mail.

- I have read and understood the attached as it applies to computers/electronic devices, the network, Internet and E-mail use by staff, and by students under the direction of staff.
- I understand that my E-mails can be viewed by the school's management or a representative at any time.

Student Safety (tick one)

I have the appropriate knowledge to safely supervise student Internet use and electronic devices usage.

I need training in basic Cyber Safety issues before I supervise student Internet use

Staff Professional Development (tick one)

No professional development on Internet use is required at present

~~I would like additional training in Internet use~~

I understand and agree to follow the **STAFF ICT PROCEDURE** as it applied to the use of Internet and other communication technologies by staff, and by students under the direction of staff.

Name _____

Signature _____

Date _____