

# **ST MARY STAR OF THE SEA CATHOLIC SCHOOL**



## **St Mary Star of the Sea Student ICT Policy**

- 2013 -



***St Mary Star of the Sea Catholic School***

***ICT User Policy***

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## **Overview**

The policies and procedures outlined in the following documentation are designed to protect the infrastructure and services provided by St Mary Star of the Sea School. It aims to provide a consistent level of service to all members and components of the system and the protection of the data belonging to St Mary Star of the Sea School.

### **Scope of policy**

- The policy applies to the acceptable use of all physical computing equipment and software owned by St Mary Star of the Sea School. Specifically this entails, but is not limited to, all desktop computers, laptops, tablets, servers, the associated hardware and peripheral devices attached to computers including projectors, monitors, keyboards and mice owned or purchased by St Mary Star of the Sea School for use by its students and staff. All software commissioned and approved by the Information & Communication Technology Team remains the property of St Mary Star of the Sea School, and all subsequent data created by the use of this software also remains the property of St Mary Star of the Sea School.

### **Acceptable Use Policy**

The policies here are designed to protect St Mary Star of the Sea Catholic School system from threats, unauthorised access by external parties, and provide a stable and reliable environment available for equitable use by all staff of St Mary Star of the Sea School in a productive and efficient manner. These policies reflect decisions made by management for the “common good” of all users on the system in accordance with best practices and complement policies detailed in the *CathEdNet Handbook*.

## **ASSETS AND SERVICES**

1. St Mary Star of the Sea Catholic School provides computer related services through the Information & Communication Technology Team, which is responsible for auditing, maintaining and investigating technologies for use on the “system”. The “system” relates to all computer related physical assets owned by St Mary Star of the Sea School at all of its locations i.e. computers, servers, laptops, monitors, keyboards and mice, printers, network infrastructure, UPS devices, peripheral devices such as scanners and digital cameras; and all software and licences purchased by St Mary Star of the Sea School and their associated media such as CDROMS, ongoing technical support agreements for authorised software, and the interaction of these items on the network.
2. The data acquired, created, distributed or modified while using St Mary Star of the Sea Catholic School hardware and software also remains the property of St Mary Star of the Sea School. The data includes, but is not limited to: files, folders, datasets, web publishing, audits, records, confidential information.
3. The provision of these services is dependent upon the changing goals of management with respect to the delivery and availability of services to staff members. The Information & Communication Technology Team is responsible for determining the feasibility of new products, and the development and implementation of new services, to increase levels of support and functionality for use by users on the system. The investigation and subsequent certification of new products is based on functional requirements, and the integration of a solution suited to the direction of technology within St Mary Star of the Sea School.

## **Procedures and Policies – hardware**

### **Rationale**

All staff and students of St Mary Star of the Sea Catholic School are provided with access to computing services on the basis that these services will be utilised in a professional and ethical manner. The provision of such services is to primarily further the approved work of the users.

### **Principles**

1. Access to the internet and the provision of email services is provided to assist in achieving the aims and objectives of the St Mary Star of the Sea Catholic School
2. Information obtained or created is information belonging to the organisation and is subject to scrutiny.
3. The hardware and physical computer assets on the system remain the property of the St Mary Star of the Sea Catholic School. No St Mary Star of the Sea Catholic School owned equipment is to be removed from any locations without the express permission of the ICT Team (**except student laptops**). Care and respect should be given to this equipment at all times.
4. St Mary Star of the Sea School provides desktop hardware for staff & students to be used for School related work as defined by the *CathEdNet Handbook*. Discretion is given to use of school equipment for personal use however this should not bring the St Mary Star of the Sea School into disrepute. Unacceptable and/or unlawful use of technology systems may constitute misconduct and/or serious misconduct and may warrant disciplinary action. Continued misconduct or serious misconduct may result in termination of employment contract or removal of device for a stipulated period as determined by the school administration.
5. The maintenance and support of St Mary Star of the Sea Catholic School hardware is the responsibility of the Information & Communication Technology (ICT) Team, or by a company delegated by the ICT Team. Auditing and testing of hardware in operation is handled by the ICT Team. Replacement and rebuilds will also be carried out by the ICT Team or a delegated representative.
6. The procurement of new hardware and its integration into the system is the responsibility of the ICT Team. New hardware requests demonstrating a strong business case are to be submitted to the Principal before it will be considered by the team.
7. Any hardware connected to the system, must be scanned immediately upon insertion. This includes external laptops not owned by the St Mary Star of the Sea School, peripheral devices not certified on the system by the ICT Team and any physical device that connects to another piece of hardware owned by St Mary Star of the Sea School. Requests to connect external devices for use in presentations or other activities must be submitted to the Information & Communication Technology Team for approval before the activity. If the request is denied, reasonable alternatives will be investigated or suggested to offer the equivalent functionality for the purposes of completing the required work.
8. The use of multiple hardware devices is discouraged. The alternative procedure for transporting data is outlined in the proceeding section which removes the possibility of virus infection.

## LAPTOPS

1. Laptops are provided by St Mary Star of the Sea School for the purposes of giving St Mary Star of the Sea School staff and students computer access to further develop digital learning opportunities. This includes presenting information in multiple mediums. Given the portable nature of laptop computers, care must be taken in their usage and transport.
2. Laptops can be used for personal use provided it is within the realms outlined in the St Marys Star of the Sea ICT policy. Acceptable use includes but is not limited to:
  - **Using only assigned accounts.**
  - **Not viewing using or copying passwords, data or networks to which they are not authorised.**
  - **Not distributing private information in any form including through emails, photographs, mobile phones and the internet about themselves and others.**
3. St Mary Star of the Sea School Laptops are leased at a school level and responsibility for the tracking of these devices resides at this level. The ICT Team conducts regular audits and scheduled maintenance on St Mary Star of the Sea School laptops to keep them running at an optimal level. **No confidential or sensitive data should be kept on a St Mary Star of the Sea School laptop.**
4. Substitute laptops will be made available by the ICT Team in the unlikely event of prolonged repair. Bookings for these laptops will be handled by the section administrative assistant.
5. A 50%screen time policy has been introduced so the laptops compliment what is already been done in the classroom, not become the soul driver.
6. Each teacher will be required to demonstrate via the newsletter how the laptops are being used: 1 learning area per month via roster system.
7. Padlocks are provided to each student by the school and are expected to be used on bags at all times, thus ensuring the safety of the devices.
8. Students are responsible for ensuring the safety of their own bags when outside of school.
9. It is each student's responsibility to back up their computer on the supplied portable hard drive each night and recharge its battery each night using the charger supplied.
10. Each student must bring their laptop to school every day unless otherwise advised by their teachers.

## PROCEDURES AND POLICIES - SOFTWARE

### Rationale

All staff & students of the St Mary Star of the Sea School are provided with access to software that is appropriate and licensed on the basis that these services will be utilised in a professional and ethical manner. The provision of such services is to primarily further the work of the staff and students.

### Principles

1. Access to software is provided to assist in achieving the aims and objectives of the St Mary Star of the Sea School
2. Information obtained or created is information belonging to the organisation and is subject to scrutiny.
3. The software licences and associated media on the system remain the property of the St Mary Star of the Sea School. The software is not to be modified or removed from the St Mary Star of the Sea School without the express permission of the ICT team. Procedures for the distribution of software exist to protect the licensing responsibilities of the St Mary Star of the Sea School.
4. The maintenance and support of authorised software is the responsibility of the ICT Team. Auditing and testing of software in operation is handled by the ICT Team. Re - imaging

- will also be carried out by the ICT Team or a delegated representative to maintain licensing position.
5. The procurement of new licenced software and its integration into the system is the responsibility of the ICT Team. Any new licenced software requests are to be submitted to the Principal demonstrating appropriate business case before it will be considered by the ICT Team. The software requested will be evaluated for performance, cost and licensing arrangements and educational benefit. If the request is denied, reasonable alternatives will be investigated to offer the equivalent work-related functionality. Software installed on the system may have impacts on the quality of service (QOS) at St Mary Star of the Sea School and will be thoroughly tested and certified on the system before being authorised for use. The list of approved software on the system is enforced by the [School Domain Group Policy](#).
  6. Free software for the purpose of education can be installed on the system by classroom teachers at any time, without the express authorisation of the ICT Team. No support will be given on unauthorised software installed on St Mary Star of the Sea School owned computers.
  7. The addition of non-essential or unauthorised software degrades computer performance and productivity and non-essential or unauthorised software will either be removed or disabled.
  8. Files required for use at non St Mary Star of the Sea School sites such as outside organisations can be attached in an email and sent to the staff member's CEN mailbox. The email will then be available on the CEN mail server and accessible by using *Outlook Webmail*. The procedures for using Webmail are available on the CathEdNet website under IT Documentation or by contacting the *myinternet helpdesk*. Once at the remote site, the attachment can be downloaded to the local computer and uploaded again in the same manner. This is the safest way to transport data in and out of the St Mary Star of the Sea School system. The emails are scanned for viruses and are available anywhere in the world using Webmail.
  9. Memory Sticks and other portable storage devices have been sanctioned by the school as an acceptable medium for transferring data as per clause 7 found in principles of "Procedures and Policies – hardware".
  10. The use of social networking programs such as Facebook, Windows Messenger etc in St Mary Star of the Sea School is not permitted. The use of File Transfer Protocol (FTP) is only permitted for School-related activities and is blocked throughout the CathEdNet system in general.

## Procedures and Policies - Security

### Rationale

All staff and students of the St Mary Star of the Sea School are governed by security procedures and practices to protect the school and its clients from damage and liability.

### Principles

1. The St Mary Star of the Sea School has adopted the following password policy:
  - 1.1 *Passwords be at least 7 characters long,*
  - 1.2 *Passwords contain at least 3 of the following criteria: Uppercase; Lowercase; Numbers; Non Alphanumeric characters,*
  - 1.3 *Passwords are changed after 60 days*
  - 1.4 *Passwords are different from the last 6 passwords (history)*
2. The procedure for logging on at a computer is to log on using your own username and password and never as someone else. Every person working at the St Mary Star of the Sea School has their own username and password which is administered by the ICT Team. Access rights to shared folders is determined by Assistant Directors and Team Coordinators, and implemented by the ICT Team. Requests for access to another user's personal folders, section share folders and other confidential information should be submitted to the owner of the folder, approved by the Principal before it can be actioned by the ICT Team.
3. Under no circumstances are personal passwords to be divulged to another member of staff for the purposes of accessing systems or files. The procedure for accessing other users' files is to submit a request as detailed above. The correct procedure for saving files is to store them within the team or section shared folder. Since it is appropriate for most information to be available to any member of a team, access will be inherently granted to these files. There may be legal ramifications to divulging a password to another person for the purposes of accessing files.
4. For the purposes of accessing another person's email inbox, the other user should assign **Delegates** in Outlook which allows selected people to access their inbox without the need to access the entire account details. The procedures for this are detailed in the *CathEdNet Handbook*. In addition, confidential or sensitive information should never be sent by email. Email is not a secure transmission method on CathEdNet or over the internet.
5. The use of non St Mary Star of the Sea School web-based email accounts such as Hotmail or Yahoo is discouraged within St Mary Star of the Sea School. Opening this type of email and downloading files may introduce viruses to the system and slows network performance for St Mary Star of the Sea School network services. All work-related emails should arrive via a CathEdNet email account.
6. At the close of business, or if you are away from your computer from any extended period of time, you are required to log off or shut down your computer. This removes the possibility of any unauthorised persons gaining access to your personal files and folders or confidential information and allows other St Mary Star of the Sea School users to make use of the computer while it is not occupied.

### *Internet Policy*

#### Rationale

All staff and students of St Mary Star of the Sea School are provided with access to internet, email and intranet services (CathEdNet) on the basis that these services will be utilised in a



professional and ethical manner. The provision of such services is to primarily further the work of the user.

### **Principles**

1. Access to the internet and the provision of email services is provided to assist in achieving the aims and objectives of St Mary Star of the Sea School.
2. Information obtained is information belonging to the organisation and is subject to scrutiny.
3. The use by users of internet and email facilities should not bring St Mary Star of the Sea School into disrepute.

### **Confidentiality**

Staff employed by St Mary Star of the Sea School have a responsibility for ensuring appropriate levels of confidentiality for information and materials that they work with or have access to.

During the discharge of its duties St Mary Star of the Sea School processes a significant amount of sensitive information. The clients whom we serve rightly demand a mature and professional approach to the handling of sensitive information.

All staff in St Mary Star of the Sea School should be beyond reproach for their attitude and practice in the handling of confidential and sensitive information.

### **Procedures**

1. The following descriptions for acceptable and unacceptable use of internet and e-mail facilities should be observed by all staff and students:

#### **1.1 Acceptable Use:**

Acceptable use may include:

- The facilitating, gathering and disseminating of information, encouraging collaborative projects and resource sharing, assisting technology transfer, fostering innovation, building broader infrastructure in support of education and research, fostering professional development, undertaking educational functions and any other tasks that support the School.

#### **1.2 Unacceptable Use:**

Unacceptable use would include:

- Accessing networks without proper authorisation.
- Transmitting, storing, viewing, creating or deliberately accessing and/or receiving material that may be considered inappropriate, including threatening, sexually explicit, or harassing materials, and offensive or discriminatory materials, or material that may be harmful either physically or emotionally including bullying or harassment.
- Communicating information concerning a password, identifying code or other confidential information.
- Interfering or disrupting network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form and using the network to make unauthorised entry to any other machine accessible via your network.
- Breaching copyright laws, including software copyright and re-engineering of software.
- Conducting private business matters.

2. Unacceptable and/or unlawful use of e-mail and internet systems may constitute misconduct and/or serious misconduct and may warrant disciplinary action. Continued misconduct may result in loss of laptop for a period determined by the classroom teacher. Serious matters may result in further disciplinary actions and/or prosecution.

3. All emails originating from St Mary Star of the Sea School are deemed to be electronic records of the School and should reflect the Catholic Ethos and remain appropriate for all conversations. Email is subject to scrutiny and a copy of a user's mailbox may be kept on file indefinitely.
4. Email should not be used to disclose personal information of another, except in accordance with St Mary Star of the Sea School's Privacy Policy or with proper authorisation.
5. The Privacy Act (2000) requires both employers and staff and students to take reasonable steps to protect the personal information that is held from misuse and unauthorised access.
6. Email is not confidential and may be viewed as part of the normal operation of the Mail system. When sending a message to an outside recipient use a signature similar to the following one:  
  
    <<NAME>>  
    <<TITLE/POSITION>>  
    St Mary Star of the Sea Catholic School
8. Email is not to be used for the completion of contracts.
9. The divulgence of email addresses to internal and trusted external parties should only disclose the *myinternet* email address assigned to users on CathEdNet, which takes the form surname.christianname@smsc.wa.edu.au. This address is forwarded to the relevant CathEdNet email address for delivery. The CathEdNet Staff Messaging System (SMS) is an internal mail system - no published item in paper or electronic format should have a CathEdNet email address disclosed.

### ***Important ICT Statutes***

#### **IMPORTANT STATUTES WHICH ARE APPLICABLE TO USE OF SCHOOL ICT INCLUDE:**

##### 1. Copyright Act 1968 (Cth)

Staff and students may copy or otherwise deal with copyright material for the purpose of study or education. Generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

##### 2. Equal Opportunity Act 1984 (WA)

This Act precludes:

- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
- Sexual harassment and racial harassment in the workplace and in educational institutions
- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

##### 3. Censorship Act 1996 (WA)

Staff must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

##### 4. Criminal Code (WA)

Staff should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

5. Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, is illegal.

6. Privacy Act 1988 (Cth)

Staff should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

## **Domain Group Policy**

All users and computers on St Mary Star of the Sea Catholic School *Domain* are subject to the standards and common settings enforced by the SCHOOL for professional or legal reasons. This process is governed by St Mary Star of the Sea School *Users Group Policy*, which consists of settings and configurations that control the function and fashion of the Windows desktop. Network and System Administrators use Group Policy to define options for managing configuration of servers, desktops, and groups of users. Group Policy is implemented in St Mary Star of the Sea School for the provision of: *standards, protection, security, management* and combined offer *reliability and equity of access* while still providing appropriate services for staff within a corporate environment.

### **Standards**

Settings which affect the look and feel of the desktop, network configurations and access restrictions are applied to make software setup and configuration consistent across all hardware and software and reduce complexity for end users of the system. The user's *Roaming Profile* allows users to maintain their individual settings and preferences each time they log on at a computer. The St Mary Star of the Sea School *Users Group Policy* establishes a baseline of *authorised* applications that are sanctioned as appropriate by management. Users can expect a familiar experience at the desktop with software pre-configuration and therefore expect high system service levels with a minimum of set up interaction.

### **Protection**

Group Policy is used to restrict the settings that can be modified, in order to protect the integrity of the system from deliberate or accidental damage. Damage includes modification of an existing program which makes it unstable or unusable, or the addition of software that has a detrimental effect on the local system or the network as a whole. To reduce system loading, unnecessary software is disabled or not installed and only enabled if warranted by functional requirement of the Office. The position of the school for licensing is preserved by Group Policy.

### **Security**

Group Policy provides guarantees on the state of the system, its operation in production and avenues for disaster planning. The security of the system relies on its integrity and the ability of administrators to predict and provision for any threats that may occur from inside or outside sources. Software installation for general users is therefore disabled to protect against internet spy-ware and other software entering the system and damaging core applications. The ability to install approved software is restricted to administrators who support the system.

### **Management**

Group policy provides the foundation for the management of St Mary Star of the Sea Catholic School computer environment. Group Policy is very effective for the management of the established systems since their operation in production cannot deviate from the implemented policy; other systems can then rely and build on these guarantees. All St Mary Star of the Sea School systems, either directly or indirectly, rely on the stability of St Mary Star of the Sea School Domain. The St Mary Star of the Sea School *Users Group Policy* does not allow unforeseen changes to the system *by default*, which provides a minimum service level to users and administrators: Service Level Agreements can then be drafted and used in planning and design. Group policy provides lower operating costs for the support of the system and reduces the *Total Cost of Ownership*: important with now only one dedicated administrator supporting St Mary Star of the Sea School's Windows systems. Group policy provides tools to administer: *succession planning, software auditing and reporting, the legal stance of the Office and copyright, guarantees for backups and disaster recovery, operations prediction and automation* and reduces *Perpetual Resource Chase*. Group Policy is a core aspect of St Mary Star of the Sea School Domain best practice and is reliant on change management procedures to protect the system.

### **Printing**

1. St Mary Star of the Sea Catholic School has in place a combination of standard networked laser printers, photocopiers, fax machines and multifunction devices. The technology is ideally dispersed in such a way as to provide an equitable spread of printing functionality for all staff and students and additional capabilities for specialty areas. These printing devices are black and white and colour, and are the major source of printed content for the St Mary Star of the Sea School
2. Printers and print capable photocopiers have a default setting to automatically print on both sides of the paper. The duplex function has been enabled to save paper resources and can be disabled for specific print jobs before printing.
3. St Mary Star of the Sea Catholic School has a colour inkjet printer for use by staff and students. Colour printing is expensive and discretion should be used when printing in colour.

### **Scanning**

1. St Mary Star of the Sea Catholic School has in place a networked document scanner (photocopier) available for general use by staff. The photocopier is capable of black and white scans as PDF and for colour photos and optical character recognition (OCR) and will save the file in a standard image format (JPEG).
2. Copyright material should not be scanned or reproduced without the authorisation of St Mary Star of the Sea School **Copyright Officer.** (Jean Stretch)
3. Confidential material should not be scanned using the document scanners since they will be delivered by email and email is not secure in transmission. Secure document scanning is performed by Records Management.
4. When scanning colour using the photocopier, image size and quality should reflect the desired end use of the item. Image resolution should not exceed 150dpi and be saved as JPEG, JPG.