

Wodonga Senior Secondary College Policy Manual	800 RESOURCES & MAINTENANCE 808 Staff Use of ICT	Page: 1 of 1 Issue No: 1.0 Date: Dec 09
SoF Reference Guide: _____		
Associated Processes:		Associated Documents:

STAFF USE OF ICT

Basic Understandings

1. Wodonga Senior Secondary College operates in accordance with the DEECD's Acceptable Use of Information, Communications and Technology (ICT) Systems Policy and Ministerial Order 199
2. Wodonga Senior Secondary College is an innovative user of ICT and expects its staff to commit to using ICT in an innovative manner
3. ICT should be used for educational purposes during school hours
4. ICT use out of school hours should not reflect poorly on the College or its community
5. The use of public forums (e.g. Facebook, Twitter) should not reflect poorly on the College or DEECD's reputations
6. Notebooks provided by the DEECD should not be used in a manner that is unbecoming or in breach of the DEECD's Acceptable Use of Information, Communications and Technology (ICT) Systems Policy
7. DEECD ICT systems means but is not limited to internet, intranet, emails, software, desktop computers, notebooks, mobile phones, digital cameras, PDAs, USB memory sticks, ICT storage
8. Personally owned ICT systems are expected to follow the same understandings during work hours as expressed in this policy

Relevant sections from the Ministerial Order 199

11.1.7 (1) An employee must not:

- (a) behave in any way which would impair the employee's influence over students or standing in the community generally, or
- (b) during or outside the hours of duty, act in any manner unbecoming to his or her position.

This order can be viewed in full at:

http://www.eduweb.vic.gov.au/edulibrary/public/hr/policy/Ministerial_Order_199.pdf

Relevant sections from the DEECD's Acceptable Use of Information, Communications and Technology (ICT) Systems Policy

2. Scope

2.1 In this Policy –

- an "Authorised Person" means the Secretary or a person authorised by the Secretary of the Department of Education and Early Childhood Development (i.e. the Principal);
- "DEECD ICT systems" includes but is not limited to, DEECD Local Area Networks (LANs), Wide Area Networks (WANs), Wireless Local Area Networks (WLANs), Intranet, Extranet, Internet, electronic mail (Email), computer systems, software, servers, desktop computers, notebook computers, leased

notebook computers, mobile phones, digital cameras, hand held devices (for example, personal digital assistants or “PDAs”), USB Memory sticks and other ICT storage devices;

- “electronic communications” means email, instant messaging and any other material sent electronically;
- “personal use” means all non-work related use, and includes Internet usage and private emails.
- “users” of DEECD ICT systems includes all employees (including ongoing, casual and temporary employees) and contractors engaged by DEECD, school councils, schools, regional offices and district offices. It also includes all volunteers of DEECD, school councils, schools, regional offices and district offices who use DEECD ICT systems.

6. Business purposes

6.1 The DEECD ICT systems are tools to be used for Departmental purposes.

6.2 Use of DEECD ICT systems must:

- (a) be for DEECD purposes only, or where authorised or required by law, or with the express permission of an Authorised Person, and
- (b) be used like other business communications and comply with any codes of conduct, ministerial orders or legislative requirements that apply to the user, for example, the Code of Conduct for the Victorian Public Sector, the *Teaching Service Act 1981* (Vic) and the *Public Administration Act 2004*

6.3 Notwithstanding clause 6.2(a), users of DEECD ICT systems may use DEECD ICT systems for personal use provided the use is not excessive and does not breach this Policy. Users must not engage in excessive personal use of DEECD ICT systems during working hours. Users must not engage in excessive personal use of electronic communications and the internet using DEECD networks outside working hours. A breach of either of these constitutes a failure to abide by this Policy.

6.4 Subject to limited personal use in accordance with clauses 6.3 and 20:

- subscribing to list servers (LISTSERVS), mailing lists and other like services must be for DEECD purposes or professional development reasons only, and
- online conferences, discussion groups or other like services must be relevant and used for DEECD purposes or professional development activities. Such interaction requires that internet etiquette should be observed along with current societal standards for respect and fairness.

8. Monitoring

8.1 Use of DEECD ICT systems may be monitored by Authorised Persons.

8.2 From time to time, Authorised Persons may examine or monitor the records of DEECD ICT systems including for operational, maintenance, compliance, auditing, security or investigative purposes. For example, electronic communications and web sites visited may be monitored. DEECD may investigate a complaint arising from the use of DEECD ICT systems.

- 8.3 Use of DEECD ICT systems is provided to users on condition that it is agreed that DEECD ICT systems are monitored in accordance with this Policy. Use of DEECD ICT systems constitutes consent to monitoring in accordance with this Policy.
- 8.4 If at any time there is a reasonable belief that DEECD ICT systems are being used in breach of this Policy, the principal or line manager of the person who is suspected of using DEECD ICT systems inappropriately may suspend a person's use of DEECD ICT systems and may require that the equipment being used by the person be secured by the principal or general manager while the suspected breach is being investigated.

16. Mass distribution and 'Spam'

- 16.1 The use of electronic communications for sending 'junk mail', for-profit messages, or chain letters is strictly prohibited.
- 16.2 Mass electronic communications should only be sent in accordance with normal DEECD procedures.
- 16.3 The use of electronic communications for sending unsolicited commercial electronic messages ('Spam') is strictly prohibited and may constitute a breach of the *Spam Act 2003* (Cth).

20. Breaches of this Policy

- 20.1 Breaches of this Policy may be categorised using the following categories. The categories do not cover all breaches of this Policy, for example the categories do not specifically refer to breaches of copyright. Matters not covered by the following categories will be dealt with on an individual basis and on the relevant facts.

Category 4: Excessive personal use during working hours

This category covers personal use that satisfies the following three criteria:

- it occurs during normal working hours (but excluding the employee's lunch or other official breaks), and
- it adversely affects, or could reasonably be expected to adversely affect the performance of the employee's duties, and
- the use is more than insignificant.

This policy can be viewed in full at:

<http://www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm#H3N10144>

Operating Guidelines

- During work hours staff should not use DEECD ICT systems for personal use. Work hours are from 8:50 am to 3:50 pm (minimum seven hours daily) plus scheduled meetings of up to two hours per week in addition to the minimum daily attendance as per: www.eduweb.vic.gov.au/hrweb/employcond/res/wrkhrsTS.htm
- From time to time, Authorised Persons may examine or monitor the records of DEECD ICT systems as per clause 8.2 in the DEECD's Acceptable Use of Information, Communications and Technology (ICT) Systems Policy above
- Use of DEECD ICT systems constitutes consent to monitoring in accordance with this Policy as per clause 8.3 in the DEECD's Acceptable Use of Information, Communications and Technology (ICT) Systems Policy above
- When using public forums (e.g. Facebook) staff must ensure that they do not behave in a way that would impair their standing in the community or act in any manner unbecoming to the position as a role model for students as per section 11.1.7 (1) in Ministerial Order 199 above

Specific points you would like added to this policy: please detail below

Group Discussion

1. Should staff include **current students** as friends on public forums like Facebook which allows them to see everything teachers and their other friends add/write on their page?
2. Should staff include **ex students** as friends on public forums like Facebook which allows them to see everything teachers and their other friends add/write on their page?
3. Should there be guidelines as to the sorts of photographs, web links, videos, advertising, pictures, applications, etc. that staff add to their Facebook (and other public forum) pages?
4. Should there be guidelines as to the type of language staff write on public forums?
5. Should there be guidelines as to the type of language that friends of staff write on public forums associated with that staff member (e.g. Facebook)?