

CENTRAL SCHOOL



Te Kura Waenga O Ngāmotu

NAG 4 - INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

PURPOSE

The Board of Trustees places a high priority on providing Central School Te Kura Waenga O Ngāmotu with ICT equipment and devices to benefit student learning outcomes and the effective operation of the school.

POLICY

1. An ICT budget is necessary to provide for effective management, maintenance and staff development of ICT systems.
2. Devices will be fitted with appropriate internet safety barriers and all users will be required to sign ICT use agreements.
3. If deemed necessary, auditing of the school computer system could include all aspects of its use.
4. All ICT equipment and devices are to be used in accordance with use agreements.
5. User access - user access to ICT systems is to be reviewed annually by the senior leadership team.
6. Controls shall be in place for password protection, including set-up of systems (where possible) to force password changes. Where systems do not force password changes, passwords must be updated at least annually.
7. Users must retain passwords as confidential and not share with other users.
8. ICT devices to be purchased outright rather than leased unless there is written justification for doing so.

RELATED POLICIES

NAG 5 - Cybersafety policy

NAG 4 - Theft and fraud protection policy

Management policy: ICT/iPad use policy