

# St Thomas's School ICT Responsible Use Policy — Staff

## **Purpose:**

This policy outlines the expectations and responsibilities of all staff when using Information and Communication Technology (ICT) resources at St Thomas's School. It is designed to ensure safe, legal, respectful, and productive use of school systems, in line with the school's values, legislative requirements, and current professional standards.

## **1. General Expectations of Use**

All staff are expected to use school ICT equipment and internet access:

- Responsibly and ethically
- In ways that support teaching, learning, and school operations
- In accordance with the *Teaching Council of Aotearoa New Zealand's Code of Professional Responsibility*

Staff use must not:

- Interfere with other users' ability to carry out their work
- Use for personal profit or private business activities
- Breach school values or New Zealand law
- Cause reputational damage to the school
- Include excessive personal use or unnecessary consumption of shared ICT resources (e.g. bandwidth, printing)
- Access, download, or store inappropriate or offensive content

## **2. Use of Email, Internet, and School Devices**

Staff must not use school systems to:

- Access or share objectionable material (e.g. pornography, hate speech, violent content)
- Engage in gambling, online trading, or unauthorised advertising
- Distribute chain emails, hoaxes, or spam
- Deliberately introduce malware or bypass network security systems
- Use another person's login or impersonate others online
- Harass or intimidate others through messages or content
- Breach copyright by distributing unlicensed software, music, video, or text

Staff must:

- Use strong passwords and keep them secure
- Lock devices when unattended
- Log out of shared systems at the end of each session

## **3. Device Security and Responsibility**

- All school-issued devices must be handled with care and used primarily for professional purposes.
- Devices taken off-site remain the responsibility of the staff member.
- Any loss, damage, or theft must be reported immediately.

- Staff may be required to pay the insurance excess in the event of preventable damage or loss.
- Personally owned devices used at school must be free from viruses and unsuitable content. The school takes no responsibility for personal device damage, loss, or data breaches.

#### 4. Privacy and Confidentiality

Staff must:

- Respect the privacy of colleagues, students, and families by not accessing or sharing personal or confidential information unless authorised
- Avoid storing sensitive student or staff data on personal devices or outside secure school systems
- Be aware that all school ICT activity may be subject to monitoring or audit

#### 5. Social Media and Public Communication

Staff using social media — professionally or personally — must maintain the highest standards of conduct, both in and out of school.

Staff must not:

- Post content that criticises or brings the school, students, families, or staff into disrepute
- Share confidential or private information about students, parents, or colleagues
- Use social media to bully, harass, or disparage others
- 'Friend', follow or privately message current or former students unless via a school-approved platform for educational purposes

**Examples of prohibited content include:**

- Racist, sexist, homophobic, or discriminatory remarks
- Illegal activity or substance references
- Inappropriate language or imagery

Staff should use discretion in all online activity, remembering that digital content is public, searchable, and persistent.

#### 6. Breaches and Consequences

Breaches of this policy will be taken seriously and may result in:

- Revocation of ICT access
- Disciplinary action in line with the school's employment procedures
- Reporting to external authorities (e.g. Teaching Council, NZ Police) where appropriate

#### 7. Review and Acknowledgement

This policy will be reviewed biennially, or in response to significant changes in digital practice, law, or school systems. All staff will be required to acknowledge understanding and agreement annually or upon induction.

**Ratified by Board**

Signed A. C.

Date 5/8/2025