
PEDARE CHRISTIAN COLLEGE

ICT SERVICE POLICY

1. OBJECTIVES

This Policy is a supplement to the Pedare Christian College (PCC) ICT Acceptable Use Policy. These policies apply to the use of all College supplied Portable ICT Devices inside and outside the College premises.

2. INTRODUCTION

Part of Pedare Christian College's long term aim is to provide Portable ICT Devices to workers to assist in the delivery of the curriculum. Where possible, Portable ICT Devices will be supplied to teachers for use inside and outside the College in order to enhance, enrich, and facilitate teaching and curriculum delivery, and to aid with administrative duties and communications. Workers may use the Portable ICT Devices for limited personal purposes subject to this Policy, the College ICT Acceptable Use Policy, and all other relevant policies. Workers will also exercise appropriate professional judgement and common sense when using College supplied Portable ICT Devices.

3. DEFINITIONS

Campus	the three schools (Pedare jointly and/or combined, as well as the ONE ⁺ area.
Computer	a College computer/portable IT device located anywhere on the Campus.
Network	the connection of one or more computers to any other computer or server on the Campus.
Workers	Management, Teachers, Student Teachers, General Staff, Coaches, Umpires, Volunteer of PCC, Contractors, Sub-Contractors.
Student:	A student of PCC or a student visiting PCC from another School.

4. PROCEDURES

All Portable ICT Devices and related equipment and accessories remain the property of Pedare Christian College at all times and are provided to the workers until such time as their employment with this school is terminated. While the College's Portable ICT Device are in their care, and as a condition of their use, workers must comply with and agree to all of the following:

- Prior to being issued with one of the College's Portable ICT Devices, workers will sign the Portable ICT Device Acceptance Form (attached to this Policy) and agree to all outlined policies.
- College insurance cover provides protection from the standard risks but excludes accidental damage and theft from an unattended vehicle. Workers are expected to protect College Portable ICT Devices from damage and theft.
- If the Portable ICT Device sustains damage due to negligence, or is stolen from an unattended vehicle, the worker will be responsible for its repair or replacement.
- Workers will NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with the ICT team.
- Workers will provide access to any Portable ICT Device and/or accessories they have been assigned upon the College's request.
- Only software licensed by the College and installed by the College's ICT staff may be used.
- Anti-Virus software is installed and the Portable ICT Device must be connected to the internet on a regular basis to keep updated.
- Should any faults occur with the device, the College's ICT staff must be advised as soon as possible so that they may undertake any necessary repairs. Under no circumstances should workers attempt to fix suspected hardware faults. All faults should be reported to the ICT team.

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A. General Rules

- i) If a worker has important data on the Portable ICT Device, such as grades, tests or exams, the data must be backed up on to the College network as a safety precaution against device failure of the Portable ICT Device. All important data should also be backed up on an external USB drive (which should be kept in a secure place).
- ii) Do not place drinks or food in close proximity to the Portable ICT Device, and ure that hands are clean before using the device.
- iii) Portable ICT Devices should not be left in an unattended vehicle, to minimise the risk of theft, and exposure to extreme temperatures.
- iv) When using the Portable ICT Device, keep it on a flat, solid surface so that air can circulate through it.

B. How to Avoid Portable ICT Device Theft

Due to size and portability, Portable ICT Devices are especially vulnerable to theft. Workers should follow the rules set out below. A staff member will be held personally responsible for any College Portable ICT Device equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect the device from being stolen.

- i) Do not leave the device in an unlocked vehicle, even if the vehicle is in a driveway or garage. Never leave it in plain sight. If the device must be left in a vehicle, the best place is in a locked boot, or cover it or place it under the seat and lock the doors. Please be aware of the damage extreme temperature can cause to Portable ICT Devices).
- ii) Carry the device in a nondescript carrying case or bag when travelling.
- iii) Do not leave a meeting or conference room without the device. Take it with you.
- iv) Never check-in a laptop as hold luggage at the airport. It should be checked-in as cabin luggage.
- v) Lock the device in an office or classroom during after-school-hours, or in a locked cabinet or desk when possible.

If a theft does occur, immediately notify the College ICT Manager and the local Police.

5. RELATED DOCUMENTS

- ICT 002 ICT Acceptable Use Policy for College Workers
- ICT 007 ICT System Backup Policy
- Pedare Christian College Enterprise Agreement