# PROCEDURES FOR ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) RESOURCES.

## OVERVIEW

These procedures will provide guidelines to ensure that all users of information and communication technology (ICT) at North Ringwood Preschool or on behalf of North Ringwood Preschool:

- Are used in an ethical and responsible manner (Acceptable use policy)
- Both **Hardware and Information exchange security** is maintained
- Responsible use of ICT equipment and resources
- Guidelines for **BYOD** devices.
- Respect for intellectual property and copyright
- We follow the best practices found in the "ICT Policy Best practice area 7" from ELAA

## HARDWARE SECURITY AND INFORMATION EXCHANGE SECURITY

### Hardware Security

All ICT equipment property of North Ringwood Preschool:

- Is to be kept in a secure storage location especially when not in use. This includes.
    - Laptops
    - Digital Cameras
    - Storage devices
    - Mobile Phones
    - Tablets
- Equipment is to be returned at the end of the day to ensure safekeeping
- Ensuring the privacy and confidentiality of information is kept secure electronically

### Information Exchange Security

#### Email and Internet usage

North Ringwood Preschool is to use internet and email resources in an ethical and responsible manner using best practices provided that there is:

- Compliance with the terms of the Australian copyright act.
- Using Email and internet rescouces in a professional and responsible manner applicable to the day to day operations of the centre.
- Using printing resources responsibly.
- Using cloud based storage and programs responsibly.

- training in the use of software and the internet if necessary.

**Inappropriate Internet usage would be:**
- Making and using illegal copies of licensed computer programs
- Downloading any unaproved programs (this includes freeware and shareware) without permission that would cause operating systems or hardware to fail resulting in loss of data.
- Downloading, copying, storing or transmitting inappropriate material such as music, video or movie files which are not relevant to the operation and teaching to the centre.
- Viewing or downloading any kind of explicit matierial.
- Downloading material which could violate the australian copyright act.
- Downloading excessively large files which may hinder bandwidth.
- Use of social networking
- Using ICT rescources for personal use.

## BYOD DEVICES

Because North Ringwood Preschool is supported by the generous contributions of parents, volunteers etc., it is recognised that ICT equipment and resources need to be used remotely using BYOD (bring your own device) i.e. hardware that is not property of North Ringwood preschool. In these cases:

- If connecting to the North Ringwood Preschool network (i.e. through WIFI or Ethernet) all measure and steps are to be taken that, software on BYOD devices do not hinder or cause any kind of virus, malware or loss of data.

- All Internet and email usage is carried out in the same manner as with devices and software that are property of North Ringwood preschool.

- Any confidential files, photos email etc to be securely stored or transmitted as property of North Ringwood preschool, whether it be portable media or cloud based services.

## RESPECT FOR INTELLECTUAL PROPERTY AND COPYRIGHT

The ICT environment is a constantly changing environment. It is the responsibility of all users of ICT resources to ensure that these procedures are at all times maintained in a professional and ethical manner that would not breach codes of conduct that would compromise both the integrity and good standing of North Ringwood preschool Inc.