INTRODUCTION
The DECS ICT security Policy requires that acceptable use policies are in place for all users of DECS ICT facilities, including staff and learners. *(DECS Standard – Acceptable Use Policies for Schools, Preschools and Children’s Services Sites, page 1)*

Kilparrin learners have access to free standing computers under direct teacher supervision. These computers are not connected to the Internet. Software for school use must be accessed from the Kilparrin Resource Centre.

All software to be used on Kilparrin ICT facilities must be checked through the Resource Centre.

DECS’ reputation as a professional organisation must not be jeopardised by improper use or conduct via Internet (including social networking) or email access and use.

Internet Access and Use
DECS staff must use the Internet in an appropriate and professional manner, and in accordance with the ethical standards expected from DECS staff.

Unacceptable usage includes, but is not limited to;
- accessing social networking
- postings for non-business related reasons
- accessing of malicious, offensive or harassing material
- use for personal financial gain
- use of non-approved file sharing technologies
- use for non-business related streaming audio or video
- use for religious or political lobbying
- downloading or sharing of non-business material.

Reference: *DECS Policy – Internet Access & Use* (pages 1 & 2)

Electronic Mail Access and Use
DECS staff must use electronic mail (email) in an appropriate and professional manner, and in accordance with the ethical standards expected from DECS staff.

Unacceptable usage includes, but is not limited to;
- distribution of unsolicited advertising
- distribution of ‘chain letters’
- propagation of any form of malicious software (viruses, worms etc)
- distribution of offensive material including jokes or images
- use causing harassment, defamation or offence to others
- activity which involves religious or political lobbying
- distribution for personal financial gain.

Reference: *DECS Policy – Electronic Mail Access & Use* (page 1)

Mobile Communication Devices Access and Use
Mobile communication devices (laptop computers and mobile phones) are available for staff to access via the Kilparrin Resource Centre (laptops) and the Front Office (mobile phone).

Portable PCs and other computing equipment that is used outside Kilparrin is subject to security controls, over and above those that apply within the DECS environment, to recognise the increased risk involved. *(DECS Policy ICT Security page 2)*
All staff are required to sign the DECS Mobile Communication Devices User Agreement. This user agreement is to be completed annually and kept on file.

The DECS Standard – Mobile Communication Devices Security document clearly outlines standards to be adhered to by all users and must be read prior to signing the user agreement.

**PRIMARY USAGE**
Access to the Internet and email resources is to be used primarily for DECS related business purposes only, eg communications related to DECS’ business, authorised professional development and activities related to a person’s duties.

Reference: *DECS Policy – Internet Access and Use*, page 1
*DECS Policy – Electronic Mail Access & Use*, page 1

**PERSONAL USAGE**
Limited non-business related use of the Internet is permitted consistent with the Commissioner of Public Employment Code of Conduct relating to reasonable use.

**Personal usage must not cause embarrassment or concern to DECS.**

Reference: *DECS Policy – Internet Access and Use*, page 2
*DECS Policy – Electronic Mail Access & Use*, page 1

Personal usage will be monitored as part of the management of Kilparrin Internet usage. The top 10 websites may be published.

**USER INTERFERENCE**
“Interference or disruption to other networked or shared-system users, services or equipment will not be tolerated.

Interference or disruption includes, but is not limited to;

- distribution of unsolicited advertising or commercial electronic messages
- distribution of electronic ‘chain letters’
- distribution of offensive or harassing material
- propagation of any form of malicious software (viruses, worms etc)
- use causing harassment, defamation or offence to others
- use of the network to make unauthorised entry into other information systems, communications devices or resources."

Reference: *DECS Policy – Internet Access and Use*, page 1

**USER AGREEMENT**
The attached User Agreement applies to all staff (including contract and temporary staff) who have computer access at Kilparrin and will be referred to in the induction process.

The signed agreement will be retained.

**SUPPORTING DOCUMENTATION** (attached)
DECS Standard  
Acceptable Use Policies for Schools, Preschools and Children’s Services Sites (March 2010)
DECS Policy  
ICT Security (December 2009)
DECS Policy  
Internet Access & Use (December 2009)
DECS Policy  
Electronic Mail Access & Use (December 2009)

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