



Kilparrin Teaching and Assessment School and Services  
**Kilparrin ICT Acceptable Use Policy**

## **INTRODUCTION**

To ensure that this information is current we have hyperlinked to [DECD Policies](#), which need to be adhered to in conjunction with this Policy.

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

Kilparrin learners have access to ICT under direct teacher supervision. All software to be used on Kilparrin ICT facilities must be checked through the Resource Centre.

The policies and procedure of DECD must not be breached by improper use or conduct via Internet (including social networking) or email access and use.

## **INTERNET ACCESS AND USE**

Reference: *DECD Policy – [Internet Access & Use](#)*

## **ELECTRONIC MAIL ACCESS AND USE**

Reference: *DECD Policy – [Electronic Mail Access & Use](#)*

## **MOBILE COMMUNICATION DEVICES ACCESS AND USE**

Reference: *DECD Policy – [Mobile Communication Devices](#)*

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.

Reference: DECD [Mobile Communication Devices User Agreement](#)

This user agreement is to be completed annually and kept on file.

## **USER AGREEMENT**

The ICT Acceptable 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.

Reference: DECD [ICT Acceptable User Agreement](#).

This user agreement is to be completed annually and kept on file.

## **SUPPORTING DOCUMENTATION**

DECD Standard	<i>Acceptable Use Policies for Schools, Preschools and Children’s Services Sites</i>
DECD Policy	<i>ICT Security</i>
DECD Policy	<i>Internet Access &amp; Use</i>
DECD Policy	<i>Electronic Mail Access &amp; Use</i>
DECD User Agreement	Mobile Communication Device User Agreement
DECD User Agreement	ICT Acceptable User Agreement

***(Review approved at Staff Meeting 25 August 2014)***

**To be reviewed in 2016 or earlier if needed**