

# Rotorua Lakes High School

## Te Hā o Te Manawa RTLB Cluster 20

**POLICY: ICT**  
**PROCEDURE: Use of Cluster Technology**

RTLB are provided with work related devices and accessories during employment with Te Hā o Te Manawa Cluster 20.

### Guidelines

1. RTLB will be provided with:
  - mobile phone and charger,
  - iPad, cover and charger,
  - laptop, bag and charger.
2. RTLB are able to use their work related devices for personal use:
  - when used in an appropriate and professional manner in a school environment, consistent with Rotorua Lakes High School and Te Hā o Te Manawa RTLB Cluster 20 standards of conduct,
  - when use does not interfere with the RTLB role,
  - when use does not generate unacceptable costs,
  - when software, iPad apps, and similar intended for personal use are purchased at the RTLB's personal expense,
  - when software, iPad apps, and similar, intended for personal use are filed/stored where students using the device under RTLB supervision are not able to view or access them.
3. Security:
  - RTLB will ensure access to all devices have a password/passcode.
  - Device related passwords/passcodes are recorded in a secure place.
  - RTLB will not share their passwords/passcodes, user identification or other secure information, unless requested to by the RTLB Cluster Manager or lead school Principal.
  - RTLB will not use unauthorised codes or passwords to gain access to other's files, machines or networks.
  - RTLB management will record serial numbers of devices in a secure place.
4. Storage:
  - RTLB will store devices to ensure, as much as is possible, that they will not be damaged.
  - RTLB will securely store devices out of sight, or carry them on their person, when not in use.
5. Transport:
  - RTLB will store devices to ensure, as much as is possible, that they will not be damaged while being transported.
  - RTLB will store devices securely when left unattended.

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### 6. Viruses

- RTLB will ensure USB devices used at home and work are regularly scanned for viruses.
- RTLB will inform the RTLB Practice Leader and/or the RTLB Cluster Manager immediately if a virus is detected on any work laptop or computer. RTLB will also log this job via email to [helpit@rtlb.school.nz](mailto:helpit@rtlb.school.nz).

### 7. Loss or Damage:

- RTLB will inform the RTLB Practice Leader and/or RTLB Cluster Manager should the computer become damaged, be in need of repair, or require maintenance by an IT technician as soon as is practicable, so the replacement, repairs or insurance claims can be actioned promptly. RTLB will also log this job via email to [helpit@rtlb.school.nz](mailto:helpit@rtlb.school.nz).
- Devices damaged or lost during work hours will be repaired and/or replaced by Rotorua Lakes High School.
- Rotorua Lakes High School Board of Trustees will not be liable for any loss or damage to devices that result from negligent, inappropriate or illegal use.

### 8. Liability:

- Rotorua Lakes High School and Te Hā o Te Manawa RTLB Cluster 20 is not, and cannot be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.

**REVIEW:** This procedure will be reviewed according to the Te Hā o Te Manawa's triennial programme of self-review October 2019, or as required.

**DATE CONFIRMED:** 25 October 2016