

# **Rotorua Lakes High School**

## **Te Hā o Te Manawa RTLB Cluster 20**

### **POLICY: INFORMATION COMMUNICATION TECHNOLOGIES (ICT)**

Rotorua Lakes High School is committed to provide a safe physical and emotional environment for RTLB. Access to information and communication technologies and devices is provided to facilitate RTLB work, and RTLB are encouraged to make safe use of them.

1. RTLB will be familiar with the Rotorua Lakes High School ICT related policies, their associated procedures and protocols, and meet the expectations detailed in them.
2. RTLB will be familiar with the Te Hā o Te Manawa RTLB Cluster 20 and host school ICT related policies and procedures which include details of professional responsibilities, and the limits to personal use of technologies and devices.
3. RTLB will sign a Rotorua Lakes High School Laptop Agreement when taking possession of a TELA leased laptop, and meet the expectations detailed in this agreement.
4. RTLB will sign a Cybersafety Use Agreement as required by their host school, and meet the expectations detailed in it.
5. ICT training will be made available to RTLB, as and when required, in order to ensure safety and protection. Training for newly appointed RTLB will be part of the induction process.
6. Use of information and communication technologies and devices by RTLB will be limited to educational, professional development, and personal use appropriate in the school environment as detailed in the associated procedures.
7. RTLB will maintain the highest standards of professional conduct, confidentiality and security when using provided information and communication technologies and devices for work-related and/or personal purposes.
8. The lead school Board of Trustees and the host school Board of Trustees reserves the right to:
  - monitor, access and review all information and communications technology-related work, data and communications of RTLB,
  - audit at any time any material on devices and equipment that is owned or leased by Rotorua Lakes High School, Te Hā o Te Manawa RTLB Cluster 20, and/or the host school,
  - carry out a comprehensive investigation of any breaches of Laptop and Cybersafety Use Agreements, relevant policies, procedures and codes of conduct, and of New Zealand law.
9. Devices provided for RTLB will be decommissioned in line with the State Sector decommissioning protocols when the RTLB leaves the employ of Rotorua Lakes High School, and/or when the lease period of the device ends.

**REVIEW:** This policy will be reviewed according to the Board of Trustees' triennial Programme of self –review October 2019

**DATE CONFIRMED:** 25 October 2016