ICT Acceptable Use

Policy

Version 1.1

Contents

1   Purpose

To establish a policy for best practice use of Information and Communication Technology (ICT) within Catholic Education South Australia (CESA).

2   Scope of Policy

This policy applies across the Catholic Education Offices and all Catholic schools in South Australia and includes:

- All information processed, stored, and transiting ICT facilities; and
- All ICT equipment, hardware and software used in the conduct of the ICT function within CESA.

This policy applies to the following:

- All Catholic schools and Catholic Education Offices in South Australia;
- All staff and students within all Catholic schools and Catholic Education Offices in South Australia; and
- All parents, volunteers, others who may have cause to utilise ICT facilities provided by CESA.

3   Policy

It is the policy of SACCS that:

- ICT facilities provided are used in safe, ethical and responsible fashion in accordance with business principles, and CESA values.

- Compliance with all legal, regulatory and professional obligations in relation to the use of ICT facilities is observed; privacy, licensing and copyright are examples.

- Best practice information security (cyber security) principles are observed in accordance with SACCS Information Security Policy and its supporting procedures and standards;

- ICT facilities supporting the business of CESA schools and offices are used in a manner that remains sensitive to the potential impacts of, and is respectful of all;

- All who use ICT facilities adhere to guidelines as published and updated periodically;

- Misuse of ICT facilities may result in withdrawal of rights of access and/or disciplinary action as appropriate under the circumstances; and

- Regular update and professional development will be provided in support of the adoption and use of ICT policies.

4 Definitions

CEO - means either or both of the Adelaide and Port Pirie Catholic Education Offices, as the context permits.

CESA - means Catholic Education South Australia, including any School or the CEOs, as the context may permit.

ICT - Information and Communications Technology is a term that includes any facilities used to compute, communicate and to store information electronically. This may include and is not limited to desktop, laptop, and tablet computers, computer servers, electronic storage devices, network and telecommunications equipment and associated software.

SACCS - South Australian Commission for Catholic Schools (SACCS)

School - means any South Australian Catholic school.

Staff - means any employee of CESA, including contractors, casual staff and outsource provided staff with contact with CESA provided ICT facilities.

5 Related documents/links

The following documents are to be read in conjunction with this policy.

- SACCS Information Security Policy
- SACCS Information Security Framework
- SACCS Acceptable Use Guideline
- SACCS Privacy Policy
- Associated School or CEO policies and procedures

6 Responsibility for implementation, monitoring, and continual improvement

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

Catholic Education Offices	Catholic Schools
	School Board (or Equivalent)
Assistant Director Information and Communications Technology (Chief Information Officer)	Principal
ICT Staff	School ICT personnel, contractors and support personnel

7 Revision Record

Document Title	SACCS ICT Acceptable Use Policy
Document Type	Policy
Document Date	June 2020
Revision Number	V1.01
Policy Owner	Assistant Director, Information Communications and Technology (Chief Information Officer)
Contact	phil.proctor@cesa.catholic.edu.au (08) 8301 6600
Approval Authority	SACCS
Review Date	June 2023
Revision History	June 2020: Version number updated to 1.01 September 2018: Document inception