



ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY

INFORMATION TECHNOLOGY WITHIN THE SCHOOL

Rationale:

Information Technology is provided to the students and staff of Rotorua Intermediate to:

1. improve the delivery of the curriculum;
2. allow broader educational opportunities;
3. publish information on the school and student activities.

Students are encouraged to make use of information technology (IT) resources available to them.

Guidelines:

1. The use of the IT resources at Rotorua Intermediate is a privilege - not a right. RIS Intranet, including the internet, are available to staff, students, Board of Trustee members, and members of the community assisting at the school:

Staff:

All staff, whether part time, full time, teaching, or non-teaching, shall have access to the IT resources at Rotorua Intermediate for the purposes of carrying out their duties, and for restricted personal use as set out below:

- a) Providing information to students or teaching staff that enables them to have a better understanding of subject matter.
- b) For the up-skilling of staff through research and retrieval of information via the RIS Intranet.
- c) The use of e-mail for educational purposes.

Students:

All pupils will be permitted to use the RIS Intranet provided that:

- a) A fully signed 'Using the RIS Intranet Agreement' has been returned to the school. The agreement will incorporate the principles set out in this policy statement, and may be modified at the discretion of the Principal from time to time.
 - b) Once the agreement has been returned, the student will receive full instructions in the use of the RIS Intranet including e-mail and the web site.
2. Use of Intranet (including e-mail):
 - a) E-mail is provided to enable students to make contact with other students or persons in the interest of education.
 - b) E-mail is provided to staff primarily for educational purposes, and for the operation of the school.
 - c) All e-mail is to be written off line.

Reviewed: July 2010
Next Review: February 2011
Approved: Board of Trustees Chairperson: _____ Date: _____

- d) No profanity, obscenities, or any other language that could be construed as such is to be used in any e-mail communications.
- e) All information published on the RIS Intranet will be appropriate and not damaging to the school, its staff or students.
- f) The use of the Rotorua Intermediate intranet service for personal gain is prohibited,
- g) Rotorua Intermediate reserves the right to log and monitor the use of its intranet services.
- h) Social and personal use of the Rotorua Intermediate intranet services, including e-mail, should be kept to a minimum level, and be for reasonable purposes.
- i) No person should publish, distribute or access any information, software or other content, which violates or infringes upon the rights of others, or which is abusive, profane, offensive or defamatory.
- j) Staff should not transmit, reproduce, distribute or otherwise use intranet sourced material or information that is protected by copyright.
- k) No confidential information about a staff member or student is to be communicated by e-mail.

3. Accounts:

- a) At no time are pupils to place orders for goods or services over the Internet using the school name, title or funds.
- b) Staff can only place orders for goods and services over the internet with the appropriate authority.

4. Abuse of Guidelines:

- a) The Principal shall put into place procedures surrounding the misuse of the RIS Intranet provided at Rotorua Intermediate, and any infringement of the guidelines noted above. Serious offences will be referred to the school's Disciplinary Committee.

Conclusion:

Rotorua Intermediate will provide IT resources and intranet services to students and staff for educational and school related purposes. The school will take all reasonable precautions to maintain the safety of all users.

The School will have a set of management procedures that will facilitate compliance with legislation and regulations.

Effectiveness Review:

The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgments about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*

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