



POLICY ON INFORMATION TECHNOLOGY

1. Reflection Material

- 1.1 All Hallows' School Mission Statement
- 1.2 All Hallows' School Strategic Plan

2. Rationale

All Hallows' School is committed to providing high quality, contemporary educational opportunities for young women. Information technology supports the enhancement and development of knowledge, systems and processes. The informed, confident and sustainable use of information technology by staff and students is integral to life and learning at All Hallows' School. Best practice in the use of information technology at All Hallows' School is founded on the principles of respect for human dignity and equity of access.

All Hallows' School staff and students are expected to use the School's information technology resources in a responsible and ethical manner, observing appropriate standards of conduct and ensuring that their use of the School's information technology systems, facilities and services are socially responsible.

3. Definitions

Information Technology means the development, maintenance and use of computer systems, software, telecommunications and networks for the processing and distribution of data and information.

4. Policy

All Hallows' School will:

- 4.1 provide staff and students with opportunities to develop, maintain and enhance technology skills that are necessary for all areas of responsibility.
- 4.2 make available to staff and students the information technology resources essential to contemporary teaching and learning and the business activities of the School.
- 4.3 develop procedures for the use of technology within the School that reflect School values.
- 4.4 implement Acceptable Use Guidelines and undertake periodic reviews of these guidelines.
- 4.5 develop and implement best practice in cyber security to provide safe learning and working environments and to ensure digital data security.
- 4.6 be guided by the School's Strategic Plan and the principles of efficiency, economy and equity of expenditure in resourcing information technology.

Staff and students of All Hallows' School will:

- 4.7 be encouraged to develop and demonstrate leadership in effective, safe, creative and constructive use of technology.
- 4.8 be encouraged and supported to engage appropriately with ongoing technological change.

- 4.9 use technology with integrity, acknowledging ownership of knowledge and observing the requirements of copyright.
- 4.10 promote digital citizenship and the use of technology for ethical purposes and in ways that promote just outcomes.

5. Related Policies, Guidelines and Procedures

- 1. Staff Code of Conduct
- 2. Policy on Intellectual Property
- 3. Policy on Digital Capture
- 4. Policy on Social Media
- 5. Policy on Privacy
- 6. Acceptable Use Guidelines
- 7. Staff Communication Guidelines
- 8. Notifiable Data Breach Response Procedure

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| Date Approved | 2002 |
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| Date Reviewed | 2012 |
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