



## INFORMATION AND COMMUNICATION TECHNOLOGY

### Rationale:

Provision and ongoing development of electronic information and communication technology is essential in today's and tomorrow's schools. The challenges of rapid technology changes and broadly unrealised potential require a school policy that promotes flexibility and innovation.

### Purpose:

The purpose of this policy is to define the requirements and priorities for electronic information and communication technology at WBHS.

### Definitions:

*Information and Communication Technology (ICT)* means integration of telecommunications (telephone lines and wireless signals), computers, middleware as well as necessary software, storage, and audio-visual systems, which enable users to create, access, store, transmit, and manipulate information. In other words, ICT consists of IT as well as telecommunication, broadcast media, all types of audio and video processing and transmission and network based control and monitoring functions.

*ICT User* means any permanent or temporary employee, contractor, supplier, visitor, student, volunteer or other person who uses school ICT resources.

*Cyberspace* means the global network of interdependent information technology infrastructures, telecommunications networks and computer processing systems.

*Cyberbullying* is the use of the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner

*Objectionable Material* means as defined by the Films, Videos and Publications Act, 1993, Section 3, or any other material considered objectionable by the Principal.

Harmful Digital Communication Bill 168-3 Enacted 2013 [www.legislation.govt.nz](http://www.legislation.govt.nz)

This law aims to deter, prevent and lessen harmful digital communications. This includes cyber bullying, harassment and revenge porn posted online through emails, text, websites, applications or social media.

Harmful digital communication and cyber bullying includes:

- sending or publishing threatening or offensive material
- spreading damaging rumours
- sending or publishing sensitive personal information such as embarrassing photos and videos.

Digital communication is defined widely in the Act to include any form of electronic message such as texts, photos, pictures, recordings etc.

*Bring your own device (BYOD)* means any portable device not owned by the school, capable of being connected to the school's ICT network. These include but are not restricted to laptop, notebook, netbook, tablet, smart phone, portable memory drive or stick, ipod, playstation, and x-box.

*Ultrafast Broadband (UFB)* refers to the current NZ Govt initiative to roll out fiber-optic cable connectivity to schools, enabling internet connection speed of up to 1 gigabit per second. WBHS physically connected to this infrastructure in 2011.

*Schools Network Upgrade Programme (SNUP)* means the Ministry of Education initiative to provide consistent minimum standards of ICT network infrastructure in schools. WBHS received a SNUP upgrade in 2011, and currently complies with the MoE SNUP standard.

**INFORMATION AND COMMUNICATION TECHNOLOGY****Scope:**

This policy applies to:

1. All employees, and contractors who have delegated responsibility to install, develop, service and maintain ICT, and
2. all ICT users.

**Guidelines:**

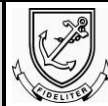
1. The school will provide and maintain an electronic ICT network of hardware and software.
2. The network will provide for:
  - a. Education of students
  - b. School administration
  - c. Security of premises
  - d. Communication with and between stakeholders
  - e. Public relations, public affairs, and promotion of the school.
3. The highest priority for ICT use is student learning and achievement. The school will give high priority to use of BYOD and UFB in enhancing student engagement and learning.
4. The school recognises the rapid rate of change and development of ICT, and when considering new initiatives, will pursue innovations that are flexible to change and adapt, cost-effective, and best suited to the needs of students.
5. ICT users will be protected from Objectionable Material, offensive and inappropriate material by appropriate monitoring and filtering systems.
6. ICT users will be protected from Cyberbullying by appropriate management procedures, protocols, and interventions.
7. The ICT network must be protected by robust systems from damage and sabotage caused by cyberspace activities such as viruses and malware.
8. Copyright and intellectual property protection legislation will be strictly observed.
9. ICT Intellectual property developed at the school shall be regarded as the property of the school
10. The Principal will establish and maintain a set of management procedures containing rules and protocols to support and enact this policy.

**Related policies:**

1. Copyright and Licenses
2. External Communication
3. Behaviour Management
4. Creative Commons

**References or Sources:**

1. Films, Videos and Publications Act, 1993
2. Ministry of Economic Development: Broadband in schools

**Review details:**

<b>Review Date</b>	<b>Reviewed by</b>
August 2018	GIL, MER
<b>Review cycle:</b> 3 years	<b>Due date for Review:</b> July 2021