



## **Cedarwood School** **IT Policy**

### **Purpose of the Policy**

This policy is intended to assist with the use and management of (ICT) at Cedarwood School. All requirements for the teaching, controlling, and security of the various ICTs at Cedarwood School are contained in this document.

### **Statement of Applicability**

This policy applies to all users of ICTs at Cedarwood School.

### **1. Definition of Terms**

- ✓ ICT                      Information and Communication Technology
- ✓ School                 Cedarwood School
- ✓ Centres                Cedarwood School Computer Centres

### **2. Resource Management**

All hardware equipment is to be listed on an up-to-date asset register showing location and serial numbers. A copy of this asset register is to be kept with both the Bursar and the IT Manager / Administrator. Hardware is to be kept in good working order in a dust free environment.

Software is to be kept in the centre at all times and may not be taken home by staff. All software is to be listed on the asset register. Any new software is to be accessioned onto the asset register immediately and new copies of this register filed as required. Software licenses are to be filed and kept up-to-date.

Hardware may not leave the school premises without the prior agreement of the Bursar. This includes all service requirements.

Portable hardware (Digital camera, laptops, projectors, etc.) shall be stored in the safe when not in use and signed out by the relevant staff member when removed from the safe. This equipment shall remain the responsibility of the relevant staff member until returned to the safe and signed in.

### **3. Alarm System**

The computer centre shall be fitted with an independent alarm system capable of detecting and recording any intrusion or attempted intrusion. Depending on general school policy, the alarm may be linked to a security company or similar organisation to ensure rapid response to any incident. The alarm system is to be tested regularly in accordance with the supplier's recommendations and any fault reported immediately and resolved as soon as possible. The alarm is to be activated whenever the centre will be unoccupied for longer than 60 minutes by staff member who last used the room.

On authorization from the Bursar, activation codes for the alarm system shall be issued to staff who require them to effectively perform their duties. These activation codes are to be kept confidential and changed immediately if any breach in security is suspected.

#### **4. Computer Centre Physical Environment**

The computer centre shall be fitted with burglar bars and/or lockable steel gates/grilles on all doors and windows. These are to be inspected regularly and repaired or replaced when necessary. Lockable doors, gates and grilles are to be locked overnight in accordance with the applicable procedure.

On authorisation from the Bursar, keys providing access to the computer centre shall be issued to staff who require them to effectively perform their duties.

Sensitive computer equipment installed in the centres shall be protected from power outages, surges and voltage drops by applicable uninterruptible power supply (UPS) or power conditioning equipment. Such equipment shall be regularly tested and any faults rectified as soon as possible.

#### **5. System Security**

The administrator password shall be changed on a monthly basis or immediately should a breach of security be suspected. The administrator password shall be written down and placed in a sealed envelope in the school safe. Access to the administrator password shall be authorised by the Heads of School or Bursar in case of an emergency.

The IT Manager/Administrator shall be granted full administrative rights on the file servers. All other users on the systems shall only have access to folders they require in order to complete their tasks as employees of the school.

Each educator at Cedarwood School shall be issued with their own username and password which is used to access the shared and private folders on the file server. No access to other educator's folders on the file server is allowed. Shared folders shall be configured to allow all educators read access. IT staff usernames and passwords shall be configured to allow read & write access to the Shared folders. Pupils shall not have access to educator's private or shared folders.

Applicable anti-virus software is to be installed on every computer connected to the Cedarwood computer network. This software shall be updated regularly. Any computer which becomes infected with a virus shall be disconnected from the Cedarwood computer network until the virus has been removed.

Regular backup copies of all relevant data shall be taken. The backup copies shall be kept off-site to mitigate the risk of data loss due to fire or theft at the school.

It is the responsibility of each user to save important data on the file server so that these backup copies can be made. No data saved on user workstations shall be backed up.

#### **6. Insurance**

All ICTs shall be insured. The maintenance of insurance schedules and policies shall be controlled by the Bursar.

#### **8. Acceptable Use**

An IT Contract shall be signed by every educator and IT Learner at the school.

Contraventions of these policies shall result in action being taken in accordance with the applicable disciplinary policy.

#### **9. Guidelines for Use of Equipment**

Once a week, equipment is to be checked by the IT Assistants to ensure full functionality. Any faults are to be resolved as soon as possible.

Equipment that is irreparably damaged is to be listed, signed off by the Bursar and removed from the asset register.

#### **10. Procedures for Meetings**

The IT Team is to ensure that meetings between themselves take place on a monthly basis. Once a month, there will be a meeting with the Heads of School, the Bursar and the IT Managers.

#### **11. Staff Orientation**

New staff members of Cedarwood School are to receive an orientation session, delivered by the IT Manager, in the computer centre explaining the following:

- ✓ Logging onto the Network
- ✓ E-mail
- ✓ Saving structure
- ✓ Mark sheets
- ✓ Reports

#### **12. School Reports (Academic)**

Both Prep School and College reports are managed out of the computer centres.

##### **12.1 Prep School**

A Microsoft Word template will be created for each term and placed into each educator's folder on the network. These are to be completed by each educator for his or her class. These are then to be printed in the computer centre on the double-sided printer.

##### **12.2 College**

College reports are generated out of SASAMS. The College team needs to ensure that all staff members are correctly trained and that the software is running at an optimum. These reports will then be printed in the computer centre on the double-sided printer.

#### **13. Computer Centre Lockup Procedure**

**13.1** Ensure that all machines have been turned off (except the two file servers in the Prep IT Centres). Monitors will still have a light on them. Should a machine not self-turnoff, press and hold down the power switch on the machine until it turns off.

**13.2** All air-conditioners to be turned off (except the one in the Prep IT Centre which is required to keep the file servers cool overnight and weekends). Remotes are kept on the teacher's desks.

##### **13.3 Prep Centre**

- a. Turn off centre lights.
- b. Close the blinds
- c. Close the slam lock security gate and close the sliding door.

##### **13.4 College Centre**

- a. Turn off the air conditioners.
- b. Close the blinds.
- c. Set the alarm
- d. Close and lock the security gate
- e. Close and lock the glass doors.

#### **14. Budget**

The Computer budget is to be drawn up through consultation with all Computer teachers. Financial needs should be based on research (e.g. the current cost of paper and toner) and trends in previous years. The IT Manager / Administrator will be responsible for the final draft, to be presented to the Bursar and Governing Body Finance committee.

**15. The following ICTs are available at Cedarwood School:**

- 15.1** Fully functioning Computer Centres – one dedicated to the Prep School and one dedicated to the College. Each centre has 15 workstations and a heavy duty laser printer.
- 15.2** A pull-down screen is mounted in the hall with a ceiling mounted projector. There is also network and Internet access. Booking for the Hall needs to be made through the School Office.
- 15.3** All computers in the school have full internet and e-mail connectivity.
- 15.4** The school has a very extensive web site ([www.cedarwoodschool.co.za](http://www.cedarwoodschool.co.za)) which is continually being updated with news, current events and pupil work requirements.
- 15.5** There is a digital camera available to staff. When an educator requires the camera, a sign out form is to be signed. On completion of taking photographs, the camera is to be brought to the computer centre for photographs to be downloaded. These photographs are to be placed in the 'Photographs' folder on the network for all to access. **UNDER NO CIRCUMSTANCES MUST THE CAMERA BE LEFT IN A CLASSROOM OR IN THE COMPUTER CENTRES OVERNIGHT.**

**16. Projectors and Speakers**

There are – Projectors and speakers available to be used by staff. These need to be booked and personally signed out. On Completion of use they need to be returned and signed back in with the IT Staff.

**17. Elmo Devices**

There are 3 Elmo Devices available in the College.

**18. Touch board**

There is a Touch board available in the Preparatory School.

**RECORD OF CHANGE**

<b>Date</b>	<b>Page no, heading, brief description of changes</b>	<b>Entered by</b>
22 Aug & 1 Sept 2015	None	D van Wyk
24 Aug 2016	None	R da Cruz
20 September 2017	None	L Muller
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