

Policy Name:	ICT Security
Date Adopted:	September 2016
Review Date:	September 2018
Referred Documents:	http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx

RATIONALE:

The purpose of the DET's Information & Communications Technology (ICT) Security Policy is to increase understanding of security requirements when using DET computer facilities and services and is fundamental to the integrity of computer security.

Information and Computer networks are intrinsically vulnerable to a spectrum of unprecedented threats. Adherence to this policy increases levels of:

- Confidentiality - protecting sensitive information from unauthorised disclosure or intelligible interception.
- Integrity - safeguarding the accuracy and completeness of information and computer software.
- Availability - ensuring that information and vital services are available to users when required.
- Non-compliance of the ICT Security policy may put the confidentiality, integrity and availability of DET ICT services and systems at risk.
- All DET personnel need to be aware of the Department's ICT Security policy and their obligations. The complete ICT Security policy may be viewed online at <http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx>

GOAL:

To ensure that staff at Wedge Park Primary School comply with DET's policy and guidelines in respect of acceptable use of DET equipment.

IMPLEMENTATION:

The school will:

- Ensure that this policy and supporting best practices and procedures are developed and maintained to address all aspects of information security.
- Communicate this policy to all personnel and ensure that all are appropriately aware and held accountable for their access to and use of ICT resources. Education shall include best practices, procedures, responsibilities, related enforcement measures, and consequences of failure to comply.
- Establish and verify the qualifications related to integrity, need to know and technical competence of all parties provided access to information assets or supporting Information Technology resources.
- Ensure that security is addressed at all stages of the systems life cycle.

- Ensure that information security measures are appropriate to the value of the assets and the threats to which they are exposed.
- Plan for and operate ICT in such a way as to preserve the continuity of the DET's operations.
- Respect the rights and dignity of individuals when setting policy and when selecting, implementing and enforcing security measures.
- Ensure that the Staff Device Agreement is understood and regularly referred to for security purposes.
- Ensure that the Student 1 to 1 Device Agreement is understood and regularly referred to for security purposes.
- Passwords for sites, online spaces and devices are secure and remain with applicable parties.
- Staff devices will be reimaged each school year for audit purposes.

POLICY EVALUATION:

This policy will be reviewed as part of the school's review cycle.