MINISTRY OF
EDUCATION, YOUTH, SPORTS
AGRICULTURE & LANDS
CAYMAN ISLANDS GOVERNMENT

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Policy Name: Student Information and Communication Technology (ICT) Use	
Policy Code:	ED 4
Approved in:	September 2010
Next Review in:	September 2020
Cross References: This policy should be cross-referenced with the following: • Staff Information and Communication Technology (ICT) Use Policy	

INTRODUCTION:

Department of Education Services (DES) and Ministry of Education, Youth, Sports, Agriculture & Lands (MEYSAL) computing resources are intended to support the Cayman Islands Education Service by facilitating educational activities that enhance teaching, learning and communication by all the relevant stakeholders.

The provision of ICT resources by the schools helps to further one of key aims of the education service of providing high quality cutting edge resources to benefit the teaching population. Responsible use of all technological resources is the backbone of this policy.

The ICT policy for the MEYSAL refers to all computer hardware, software, systems and technology (including the internet and e-mail) and any telecommunications devices provided by the DES and MEYSAL to further teaching, learning and school administration.

The MEYSAL understands that schools may wish to adapt this policy on acceptable use to fit the procedures as outlined in the school's behaviour and discipline policy; however, any adaptation must maintain the primary scope and guidelines set out in this document.

ICT resources include, but are not limited to, telecommunications equipment, transmission devices, electronic video and audio equipment, data processing and storage systems, computer systems, network infrastructure, servers, terminals, laptops, projectors, input/output and connecting devices, software programs, computer records, database records, learning and management platforms, and documentation that supports electronic communications services.

The policy applies to the use of DES and MEYSAL resources whether accessed on or off the school site.

Aims:
This policy aims to:

- define the range of ICT resources to which the policy applies;
- outline the acceptable use of ICT resources in schools;

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- allow provision for adaptation of the policy based on behaviour and discipline procedures of the school.

Policy Statement

All users must:

1. use ICT resources responsibly, by respecting the rights of other users, respect the integrity of the system and related physical resources and observe all relevant laws, regulations, and contractual obligations;

2. refrain from making any alterations to the DES and MEYSAL hardware, network configurations to which they have access;

3. use computer resources with care and not be given to waste;

4. not perform any acts that will cause interference with the DES and MEYSAL ICT resources; any deliberate act will be considered as malicious;

5. refrain from using computer resources for illegal, commercial and financial gain;

6. not use MEYSAL and DES network/computer resources to display, generate or spread any messages that may be obscene, demeaning, defamatory, libelous or pornographic. While reasonable minds may differ as to when an item is obscene or offensive, the MEYSAL and DES reserves the right to limit and delineate use of its network resources at the discretion of the ICT Manager in conjunction with the school's administration;

7. prevent unauthorized access for every single account and computing resource provided to them by using passwords and other controls, and keep these passwords and access controls confidential at all times;

8. never knowingly run or install on any computer system or network, or give to another user, a program intended to damage or to place excessive load on a computer system or network; this includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms;

9. never use accounts and computing resources for personal commercial purposes or financial gain;

10. never send harassing communications or send unauthorized and unsolicited bulk electronic mail;

11. never tamper, intercept or try to intercept network communications (such as e-mail messages, user-to-user dialogue) not intended specifically for them;

12. never use accounts or computing resources to try to gain unauthorized access to non-school resources;

13. comply with all data protection schemes, copyrights, trademarks and trade-name rights and licenses in all software or other material;

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14. report any problems with hardware, software or network resources appropriately and in a timely manner to the staff member supervising them at the time.

Electronic Devices in the Classroom
Students will switch off cell phones, laptops or similar electronic devices immediately if they are instructed to do so by a staff member. The only devices allowed in the classroom are those acceptable as outlined in the school's guidelines and policies.

Hardware Support for Personal (Non DES/MEYSAL-Owned) Computers
The ICT staff generally does not perform hardware maintenance or provide specifications for privately owned computers or peripherals. The Help Desk is to provide support for access to MEYSAL and DES delivered services, and should therefore not be burdened with requests of personal non-MEYSAL and non-DES related maintenance services.

Ownership and Control
All computing equipment and software procured by DES and MEYSAL funds, either by purchase or rental, belong to the DES and MEYSAL.

Policy Violations and Misuse of IT resources
Violations may be incidental or wilful/malicious. It is possible for students to misjudge or accidentally violate a policy. In the event that this violation was of an accidental nature and the school is aware of the student's unintended violation, the student may be reprimanded taking into account the severity of the violation and the accidental nature of the act.
Wilful or malicious violations of the student ICT policy will result in immediate restriction in the use of DES and MEYSAL computer resources; while further action may be taken upon the completion on an investigation into the matter.
Consequences for violations may include restricted access to ICT resources, payment for damaged equipment up to the full cost for replacement and any other appropriate consequence as outlined in the school's discipline policy.

ROLES AND RESPONSIBILITIES:

The Ministry of Education, Youth, Sports, Agriculture & Lands and Department of Education
Services will:
- provide support to troubleshoot hardware, software and network problems;
- follow up on Help Desk tickets in a timely manner, depending on the severity of the problem;
- be available for consultation by the school on appropriate actions to be taken with respect to restricted network access as a result of a violation of the policy.

Principals (or their designates) will:
- ensure the policy is disseminated to all students;
- ensure students and parents have signed the policy and keep the signed copies on the student's file;

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- provide reports where applicable on any violations of the policy;
- follow-up on any necessary disciplinary action that is taken as a result of a violation of the policy.

Parents will:
- ensure students read and understand the guidelines set out in this policy;
- ensure students sign the document and understand the responsibilities they have under this policy;
- sign the document, understanding that they are liable as legal guardians for any damage done to ICT resources by the student.

Students will:
- read the policy outlined in this document and agree to the terms set out in the Policy Statement;
- accept and agree by signing, that they are responsible for all use of their accounts and computing resources.
- ensure, to the best of their ability, that the ICT resources are treated with respect and care, and abide by the guidelines set out in the Student ICT Use Policy.

Print Name (Student): _____

Sign Name (Student): _____

Tutor Group   _____

Date: _____

Print Name (Parent): _____

Sign Name (Parent): _____

Date: _____