MINISTRY OF
EDUCATION, TRAINING,
& EMPLOYMENT
CAYMAN ISLANDS GOVERNMENT

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Policy Name: Staff Information and Communication Technology (ICT) Use Policy	
Policy Code:	ED 3
Approved in:	September 2010
Next Review in:	September 2015
Cross References: This policy should be cross-referenced with the following: • Student Information and Communication Technology (ICT) Use Policy	

INTRODUCTION:

Department of Education Services (DES) and Ministry of Education, Training and Employment (METE) 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 METE refers to all computer hardware, software, systems and technology (including the internet and e-mail) and any telecommunications devices provided by the DES and METE to further teaching, learning and school administration.

The METE understands that schools may wish to adapt this policy on acceptable use to fit the procedures as outlined in the school's behavior 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 METE 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;
- allow provision for adaptation of the policy based on behavior and discipline procedures of the school.

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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 METE 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 Ministry of Education, Training and Employment 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 Ministry of Education 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 Ministry of Education 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 nonschool resources;

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

14. report any problems with hardware, software or network resources appropriately and in a timely manner through the Help Desk trouble-ticketing system.

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Electronic Devices in the Classroom

Staff may choose to ask students to switch off cell phones, laptops or similar electronic devices if they are disruptive to the classroom. 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/METE-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 METE and DES delivered services, and should therefore not be burdened with requests of personal non-METE and non-DES related maintenance services.

Ownership and Control

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

Policy Violations and Misuse of IT resources

Minor infractions of this policy or those that appear accidental in nature are typically handled informally by electronic mail or in-person discussions. More serious infractions are handled via formal procedures which may include a formal investigation.
Misuse of computing, networking, or information resources may result in the restriction of computing privileges. Additionally, misuse can be further investigated and dealt with under applicable laws of the Cayman Islands. Users will be held accountable for their conduct under any applicable school policies and procedures. Complaints alleging misuse of school computing and network resources will be directed to those responsible for taking appropriate disciplinary action.

ROLES AND RESPONSIBILITIES:

The Ministry of Education, Training and Employment 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 their staff;
- provide reports where applicable on any violations of the policy;

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- follow-up on any necessary disciplinary action that is taken as a result of a violation of
- the policy.

School staff will:

- read the policy outlined in this document and agree to the terms set out in the Policy Statement;
- accept and agree that they are responsible for all use of their accounts and computing resources.

- ensure, to the best of their ability, students in their supervision, treat the ICT resources with respect and care, and abide by the guidelines set out in the Student ICT Use Policy.

Print Name: _____

Sign Name: _____

Date: _____