

# ICT Code of Conduct

## Addendum to DE Vic All Employees Code of Conduct

<https://www2.education.vic.gov.au/pal/code-conduct/overview>

[https://vpssc.vic.gov.au/wp-content/uploads/2015/03/VPSC\\_Code\\_VPSE\\_WEB.pdf](https://vpssc.vic.gov.au/wp-content/uploads/2015/03/VPSC_Code_VPSE_WEB.pdf)

### Handling of Data

- All data must remain within the school and DE network.
- Staff, Student and Organisational data must not be saved to USB, taken home or used on private devices.

### Privacy

- Personally identifiable information must remain on DE and LESC file servers.
- I will not peruse or examine user's electronic information for any purpose other than to address a specific issue.
- Confidentiality: staff, students and technical scenarios must not be disclosed outside of the LESC and Department of Education technical community. For the purposes of study requirements, all scenarios must be fictitious and deidentified. For posts within DE, data must be deidentified.

### Private Devices

- Private devices owned by school technical staff connect to Edustar Guest wifi only.

### School Devices

- NTP and School devices used by Technicians must use approved SOE only.
- Any variants to the SOE must be preapproved by REI or LOU.

### Equipment

- All DE and School owned equipment must be booked out to relevant staff member (NTP portal, Asset Register and AccessIT)
- Any DE and School owned equipment taken home must be preapproved and logged with MAR.

### Testing and Development Environments

- All development and testing work is to be approved and preplanned.
- All development and testing work is to be sequestered from the school domain and DE services.

### Extraneous Technical Work for Staff Undertaken Privately

- Staff often ask for IT Technicians to assist with private IT issues. It is the policy of LESC that private technical support is not to be undertaken without the approval of REI and MAR as it represents a potential conflict of interest.

### Agreement

I understand that any failure to meet the Code of Conduct is considered a violation of trust and is grounds for disciplinary action up to and including dismissal.

I will sign a yearly acknowledgment that I have received, read and understood this Code of Conduct.

Signed

Staff member name

Position

Date