

Policy: Staff IT Equipment Audit

Policy Statement

The Jireh Christian School Board of Trustees recognises its responsibility to comply with the laws/regulations which require employees of establishments/institutions to be subject to, and participate in, Computer Forensic Audits, when necessary.

Procedural Guidelines

- At any time, the Principal may audit any School computer should there be evidence of suspicion of inappropriate usage. Staff responsible for that computer will be given, in writing, the evidence of suspicion triggering the audit.
- IT equipment will be searched for unlawful/inappropriate material of usage by the contracted audit personnel under direct visual supervision of at least one other member of staff (Head of Digital Technology or Senior Management Team member).
- If illegal material is found, the hard drive will be confiscated and physically taken to the Principal to follow procedures as set out by the Teaching Council.
- If inappropriate (lawful) material of usage is found, the staff member is to be disciplined in a manner appropriate to the material found. The nature of the discipline will be decided upon with the guidance of the Teaching Council, the Board of Trustees or legal advice.

Review schedule: Triennially

ADOPTED BY BOARD OF TRUSTEES			
Date	12 th September 2017	Chairperson	R Thornton (Acting)

Reviewed Date 14th November 2017 Chairperson **R Thornton**

Reviewed Date 23rd June 2020 Chairperson **M Causley**