



Policy: **Staff IT Equipment Audit**

Policy Statement

The Jireh Christian School (“the School”) Board 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

1. If suspicious activity is picked up by Jireh Christian School’s IT provider and cyber protections provider the Principal will conduct an audit of the school computer in question to ensure compliance with Jireh Christian School policies, including the Staff Use of Laptops policy and the School Cyber Safety policy. The only purpose for collecting this information is to ensure compliance with School policies, no other reason. Jireh Christian School will comply with the Privacy Act 2020 when undertaking audits.
2. Jireh Christian School reserves the right to conduct an audit without suspicious activity being picked up by Jireh Christian School’s IT provider and cyber protections provider, but again, only for the purpose of ensuring compliance with Jireh Christian School policies, including the Staff Use of Laptops policy and the School Cyber Safety policy.
3. 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 the Executive Leadership Team.
4. 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.
5. If inappropriate (lawful) material is found, the principal will place the staff member under investigation, with the guidance of the Teaching Council, the Board, and if necessary seek legal advice.

Legislative Compliance

Harmful Digital Communications Act (2015)

Privacy Act (2020)

Teaching Council Code of Professional Responsibility

Review schedule: Triennially

ADOPTED BY BOARD
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**

Reviewed Date 26th March 2024

Presiding Member **A Coombridge**