

## **Policy: Staff IT Equipment Audit**

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### **Policy Statement**

The Manurewa High 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.

### **Procedural Guidelines**

- Staff will be informed that a random Computer Forensic Audit will take place.
- At least one learning area machine per workspace will be audited.
- Random selection of staff is to be made by Senior Leadership Team.
- A day for the audit will be selected.
- The Deputy Principal with IT portfolio is to make contact with the Internet Safety Group to determine current best practice in IT audit procedure.
- The machines that a randomly selected person is responsible for (may be more than one piece of equipment) will then be subject to the audit.
- Machines will be made available to IT team at specified time (if desktop) or delivered to Technician's office (if laptop) immediately upon request. The process to be followed by the contracted audit personnel is as follows:
  - The Audit will cover staff PC's and Notebook computers
  - Approximately 30 units (which represents about 20% of the total) will be forensically audited.
  - The School will identify half of the units to be audited and the contracted audit personnel will choose, on a random basis, the other half.
  - The School will supply some technical assistance to the contracted audit personnel on the day of audit to extract and replace hard drives from computers.
  - A verbal report will be required to be given by the contracted audit personnel at the end of the audit, and this will be followed by a written report detailing any issues and recommendations.
  - At any other time, the Principal may audit any school computer should there be evidence of suspicion on inappropriate usage. Staff responsible for that computer will be given, in writing, the evidence of suspicion triggering the audit.
- Machines 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 (ICT Manager or SLT member).

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- If illegal material is found, the hard drive will be confiscated and physically taken to Deputy Principal with IT responsibility to follow procedures as set out by the Internet Safety Group.
- If inappropriate (lawful) material of usage is found, the staff member is to be disciplined in a manner appropriate to the material found. Nature of discipline will be decided upon with the guidance of the Internet Safety Group or legal advice.

Review schedule: May 2020

<b>ADOPTED BY BOARD OF TRUSTEES</b>			
Date	<b>23 November 2005</b>	Chairperson	<b>S Smith</b>

<b>REVIEWED</b>	Date	<b>30 October 2008</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED</b>	Date	<b>26 September 2011</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED/AMENDED</b>	Date	<b>29 May 2017</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....
<b>REVIEWED/AMENDED</b>	Date		Chairperson	