

ICT Department Policy



Non School Computers

It is the responsibility of everyone who uses the Central Coast Grammar School's computer network to take reasonable measures to protect that network from virus infections and security vulnerabilities. This policy outlines the responsibilities of an individual student or staff member who wishes to connect their personal non-school owned computer to the School network.

This policy should be read in conjunction with the School's *Use of Electronic Facilities* and *Acceptable Usage Policy*.

End User Responsibilities

For an end-user to receive permission to connect their personal non-school computer to the School Network they must meet the following criteria.

- Minimum operating system version of Windows XP Pro SP 3, or Windows Vista.
Note: Windows 95, Windows 98 and Windows ME are not permitted on the network
- Have the ICT Helpdesk Staff install a copy of Sophos Anti-virus - provided by the School for a cost of \$40 for a 3-year licence. Alternatively, have a current, licensed and correctly configured copy of a suitable antivirus product installed, as determined by Helpdesk staff.
- Ensure that the antivirus definitions are maintained and up-to-date via an automatic update process
- Apply the latest patches as relevant to the operating system, to ensure that security vulnerabilities are addressed in a timely fashion.
Note: Windows XP Pro or Vista can be set to do this automatically.
- Allow the system to be checked regularly for compliance for requested by ICT staff.

Violations

In the interests of protecting all users, an individual's computer account privileges will be suspended immediately upon discovery of a possible violation of this policy

Acknowledgement

I have read the above *Non School Computer Policy* and have implemented the anti-virus protection strategy.

I agree to maintain the currency of both antivirus definitions and patches on my computer

Signed: _____

Antivirus Software: _____

Name (print): _____

Sophos Installed: Technician: _____

Year: _____

Date: _____

Note: This form must be submitted with your notebook to Helpdesk before final approval is granted.

OFFICE USE ONLY

Date Approved: _____ Authorising Staff Member: _____

Family Account Charged:

Entered into Notebook Db: