Evaluate the security policies used in an organisation

**Whilst working in an organisation, school or college, there are policies for each department, but in this case I will be explaining why the ICT policies for both staff and students are needed in organisations.**

**ICT Acceptable Usage Policy for Staff**

Equipment

Whether in an organisation or college, staff would need equipment such as laptops, projectors and Id cards, for example a staff member would need laptops to set up presentations for their students or employers that they are going to show them to, but would still need to obey the policy as they are not permitted to damage the laptops or use them unintentionally. They would need ID cards in order to get in and out of buildings as well as issuing themselves as present for the day.

Security and Privacy

Staff would also be permitted to follow all security and privacy policies that can include ensuring that data is secure by having passwords updated regularly for no intruders, also so that they can keep out people from stealing or damaging (even deleting) work, and to also prevent loss of work. Security should be taken seriously when comes to handling personal information such as a students’ personal information for example in a college, and also to use computers as expected to.

Telephone and computer use

Computer use is something that is needed as part of a staff’s job whether in a business organisation or in a college, as it would be used to type up reports, carry out research, set up presentations and can be used for communications via email. Telephone use can be efficient for business calls, or important personal phone calls, although these calls cannot be long as it can be unprofessional to take calls in front of students, as teachers are to set examples for students.

Internet

The internet would be needed for example in a college, a teacher would need the internet as a resource of finding extra information that they can include into their presentations that they create for the use of teaching their students. The internet could also be needed as a way of communicating through email to other staff when needed, and even to the college students, so that they are able to send work through. This means that the internet would overall be needed for a member of staff as a way of providing them extra resources/information that they can use in their work, as well as for communicating.

Email

Having staff use email is useful as it allows teachers to communicate with each other, for example a head teacher sending emails out to teachers based on important notices that they would like to pass onto their students, and even other teachers that haven’t yet accessed their emails, and also for alerting students for trips and deadlines for their work, and in this case, having students email in assignments for teachers to mark speeds up the process of marking and so that teachers can notify students of any extra things to do.

Network Quota

Storage that is allocated to a staff member would be needed in order for staff to save files such as documents they type up ready for presentations, reports or letters. If a staff member exceeds their limit of storage, they can request more from an administrator, or they can simply delete files they have not used over the previous years since working at the college, clearing up space that can be used for future documents and files.

**Computer resources Policy Student Guidelines**

Equipment

Equipment such as the use of computers, must have students follow the policy whilst on computers, this means that students are not permitted to download any type of content, and if they wish to, they must contact the college’s administrator, the policy is needed as it reminds students that everything is paid for by the college, meaning that damaging equipment such as a computer results in a student having lost their ability to use the computer, and if broken, it would have to be paid for, and so equipment is needed as it provides students with the use of using these resources for their learning.

Security and privacy

Students must obey and understand security and privacy policies as this means that it is needed to ensure students to make sure that their work is secure, not to share passwords so that others cannot access their accounts and also to protect their work from not being altered with or deleted. When it comes to privacy, a student should respect another’s privacy, and should always keep their private information secure and are not permitted to share such things like their telephone numbers or addresses over the internet whilst using school computers. Having the security and privacy policy is needed as it reassures students to take well care of their work, keeping it well secure.

Internet

Internet is to be used as permitted, this means that students in a college are to use computers as they are expected to – for work use only, this includes typing up documents, and using the internet for research, and for communicating through email with teachers. Disobeying the policy by using the internet for contacting others through social media websites or chat rooms is not permitted; this also goes for downloading unnecessary content, and so the internet it needed to research that can help towards a students’ work.

Email

The use of email is needed as it is an appropriate resource which allows students and teachers the right to communicate with others whether it is for sending work and assignments as attachments, and if sending to other students, it should not used in a form of bullying, no aggressive behaviour should be used whilst emailing other students, or even teachers. The policy for email use is needed as this means that the student would not harm or upset anyone they are emailing, and so they respect their privilege of having the right of using the email.

**To conclude, these policies are needed so that the organisation can maintain and ensure both students and staff on the importance of security within the college or school, ensuring that they are followed. Positives towards having the policies are that security is taken strictly, for example both staff and student are reminded to keep strong passwords, and to keep privacy private and secure. Negatives would be that although having blocked some sites on the internet to keep students focused on only school work, some extra information can be found on websites that are block, for example some helpful websites are blocked due to their domain names, even though they provide useful information.**