

## Policy and Procedure Register updates

Summary of changes to:

### Information and Communication Technology (ICT) policy

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input checked="" type="checkbox"/> Other - New
<p>The new Information and Communication Technology (ICT) policy (the policy) was created to provide the Department of Education's (the department) intent, commitments and requirements for the use, management and investment of ICT.</p> <p>The policy is the overarching policy for the following procedures:</p> <ul style="list-style-type: none"> <li>• Use of ICT systems procedure (under review)</li> <li>• Non-departmental ICT service providers procedure (under review)</li> <li>• Use of mobile devices procedure (under review)</li> <li>• ICT asset management procedure.</li> </ul> <p>The policy incorporates the ICT asset management policy which will be removed on publishing.</p>		
2. Summary of changes		
<p>The policy is new to the PPR and consolidates the existing procedure and whole of government and legislative requirements. It includes sections for the Access and use of ICT, Management of ICT, and ICT investment.</p> <p>The Access and use of ICT section highlights key legislation and procedure requirements to ensure employees and students are using the department's ICT responsibly, ethically, equitably and legally. The information outlining how the department meets ICT security requirements, manages personal information and protects and maintains privacy aligns with recent amendments made to the <i>Information Privacy Act 2009</i> (Qld).</p> <p>Management of ICT states how the department governs, manages and monitors its ICT and software, including artificial intelligence (AI) tools, throughout their lifecycle. The approvals required to store or process data or information offshore are included and align with the Queensland Government's Information security classification framework.</p> <p>ICT investment encompasses the requirements and procedures for acquiring online services and ICT investments. Online services undergo information security, privacy and online safety assurance processes before procurement.</p>		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page#

All employees	Clear high-level principles for accountability and responsibility, confidentiality and privacy, security and governance of ICT.	2
All employees	Includes legislative drivers behind employee responsibilities and the actions required to meet these responsibilities.	2-4

**4. Communication and support for implementation**

Changes to the policy have been communicated with the relevant internal stakeholders. Consultation was conducted across the department and included input from subject matter experts and relevant directors within the Digital Innovation Division (DID).

Department wide communication via OnePortal and ConnectEd will be developed in consultation with the DID communication team.

**For further assistance, please contact:**

- Policy/procedure contact:  
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