

CENTRAL SCHOOL



Te Kura Waenga O Ngamotu

NAG 5 – CYBERSAFETY POLICY

PURPOSE

Central School Te Kura Waenga O Ngāmotu has a statutory obligation to:

- maintain a safe physical and emotional environment
- to consult with the community
- to be a good employer.

The Board places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

In the digital environment the maintenance of the physical and emotional safety of all users is of paramount concern.

POLICY

Central School Te Kura Waenga O Ngāmotu will:

1. Develop and maintain rigorous and effective cybersafety practices which maximise the benefits of the Internet and ICT devices/equipment (both school and privately-owned or leased) to student learning and to the effective operation of the school, while minimising and managing any risks.
2. Address the needs of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

GUIDELINES

1. The school's cybersafety practices are to be based on information contained in the latest version of the *NetSafe® Kit for Schools*, which is endorsed by the New Zealand Ministry of Education as best practice for New Zealand schools.

2. For the school's internet system, a Ministry of Education approved content filter will be used. Teachers' will exercise discretion for content to be viewed or used in student learning. If students or parents have concerns about material viewed at the school these should be raised with the Principal.
3. Students will be exposed to information and communication technologies (ICT) at Central School Te Kura Waenga O Ngāmotu as an integral part of benefitting student learning outcomes. Where a parent has concerns or moral objections to their child being exposed to ICT, they should raise these with the Principal. While reasonable steps will be taken to address parental concerns/objections, it is acknowledged that preventing exposure to ICT may not be practically possible.
4. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
5. The Principal is the school's Internet Safety Officer. The Principal will be responsible for ensuring the establishment and maintenance of the school's Internet safety processes. The Principal will be the main point of contact for all issues or incidents involving communication technologies in the school.
6. Central School Te Kura Waenga O Ngāmotu use agreements will cover all Board of Trustee members, employees, all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, volunteers, external tutors and providers, contractors, the school's ICT technician, and other special visitors to the school.
7. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
8. Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
9. Use of the Internet and ICT devices/equipment by staff, students and other approved users at Central School is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
10. This Policy shall also apply to personal ICT devices connected to third party networks which are used at Central School or at/for any school-related activity.
11. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.

12. The school has the right to audit at any time any material on equipment that is owned or leased by the school. The school may audit privately owned ICT devices/equipment used on the school site or at any school related activity.
13. Teachers will be responsible for Internet safety in school learning spaces.
14. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993.
15. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cybersafety practices. In serious incidents, advice will be sought from an appropriate source, such as NetSafe, the New Zealand School Trustees Association and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.
16. The Principal will report to the Board annually on this policy.