

ST JOSEPH'S PLEASANT POINT CYBER-SAFETY POLICY



RATIONALE

St Joseph's School has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. In addition the Board of Trustees (BOT) has a responsibility to be a good employer.

These three responsibilities are linked to the use of the Internet and Information Communication Technologies (ICT), and any related cyber-safety issues. The Internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

The BOT 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.

The BOT recognises that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

The BOT acknowledges the need to have in place rigorous and effective school cyber-safety practices which are directed and guided by this cyber-safety policy.

DEFINITIONS

- 'Cybersafety' refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones
- 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined below
- The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), Gaming Consoles, and any other, similar, technologies as they come into use.

POLICY

St Joseph's School will develop and maintain rigorous, up-to-date and effective cyber-safety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks to pupils and staff.

These cyber-safety practices will aim to not only maintain a cyber-safe school environment, but also aim to address the need of students and other members of the

school community to receive education about the safe and responsible use of current 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. 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.
3. St Joseph's School Use Agreements will cover all board employees, all students (including adult and community), all Board of Trustees and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
4. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
5. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at St Joseph's School is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
6. 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.
7. 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.
8. The school has the right to audit at anytime any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
9. 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.
10. The safety of children is of paramount concern. Any apparent breach of cyber-safety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cyber-safety practices. In serious incidents, advice will be sought from an appropriate source, such 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.

11. The school will endeavour to keep up to date with and refine methods of improving safety on the Internet.

REFERENCE

website http://www.netsafe.org.nz/kits/kits_default.aspx

Reviewed: November 2012

Chairperson: _____ **Date:** _____

This policy should be read in conjunction with the Special Character policy and the school's Mission Statement.