

# CYBERSAFETY POLICY

## RATIONALE

Oratia School has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. The Board thus acknowledges the need to have in place rigorous and effective school cybersafety practices which are directed and guided by this cybersafety policy.

## PURPOSES

1. Oratia School will develop and maintain rigorous and effective cybersafety 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.
2. These cybersafety practices will aim not only to maintain a cybersafe school environment, but also to address the need of students and other members of the school community to receive education about the safe and responsible use of information and communication technologies.

## GUIDELINES FOR ORATIA SCHOOL CYBERSAFETY PRACTICES

To develop a cybersafe school environment, the board will delegate to the principal all responsibility for developing and implementing the necessary management procedures.

1. The school's cybersafety practices are to be based on information contained in the latest version of the *NetSafe<sup>®</sup> 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 privately-owned/leased ICT devices/equipment on the school site, or 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. Oratia District School's agreements will cover all board 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, 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 Oratia District 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 school's computers and network facilities at all times.
8. 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 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 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.

Initiated: July 2008

Ratified: July 2008

Reviewed:

Additional information can be found on the website [http://www.netsafe.org.nz/kits/kits\\_default.aspx](http://www.netsafe.org.nz/kits/kits_default.aspx)