

CYBERSAFETY POLICY

Important terms used in this document:

- (a) The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies.*
- (b) 'Cybersafety' refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones*
- (c) 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) 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.*
- (e) 'Public Sites' means school internet, flickr, social networking and blog sites which can be accessed by anyone, anywhere.*
- (f) 'Objectionable' in this means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

Rationale

Toko School has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. In addition Toko School Board of Trustees has a responsibility to be a good employer.

These three responsibilities are increasingly being linked to the use of the Internet and Information Communication Technologies (ICT), and a number of related cybersafety 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 Board of Toko School 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.

However, the Board 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 Board thus acknowledges the need to have in place rigorous and effective school cybersafety practices which are directed and guided by this cybersafety policy.

Policy

Toko 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.

These cybersafety practices will aim to not only maintain a cybersafe 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 present and developing information and communication technologies.

Policy guidelines

Associated issues the school will address include: the need for on-going funding for cybersafety practices through inclusion in the annual budget, the review of the school's annual and strategic plan, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about cybersafety for the school community, disciplinary responses appropriate to breaches of cybersafety, the availability of appropriate pastoral support, and potential employment issues.

To develop a cybersafe school environment, the board will delegate to the principal the responsibility to achieve this goal by developing and implementing the appropriate management procedures, practices, electronic systems, and educational programmes.

Guidelines for Toko School cybersafety practices

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. Individuals will be issued with a Cybersafety Awareness Pack to specify correct use of all school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Cybersafety Awareness Packs 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. Toko School Cybersafety Awareness Packs 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 Cybersafety Awareness Packs 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 Toko School is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in Cybersafety Awareness Packs.
6. 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.
7. 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.
8. 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.
9. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously and dealt with under the schools behaviour policy.

Date policy adopted by the Board: October 2011

Additional information can be found on the website http://www.netsafe.org.nz/kits/kits_default.aspx

CYBERSAFETY AT TOKO SCHOOL

CYBERSAFETY USE AGREEMENT FOR STUDENTS



This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for Primary / Intermediate Students

Section C: Cybersafety Use Agreement Form.

Instructions for parents*/caregivers/legal guardians

1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Please keep Sections A and B for future reference.

*** The term ‘parent’ used throughout this document also refers to legal guardians and caregivers.**

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- (e) *‘Objectionable’ in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

Additional information can be found on NetSafe’s website www.netsafe.org.nz/ua

SECTION A INTRODUCTION

The measures to ensure the cybersafety of Toko School outlined in this document are based on our school values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Toko School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

The behaviour of all students at Toko School is governed by our school behaviour policy. The purpose of this awareness pack is to make students and their families aware of their responsibilities in using school ICT equipment.

The internet and use of 'public sites' such as social networking, blogs, flickr are becoming an integral part of our children's lives. Our school website can be viewed by anyone with internet access and our Learning Management System – with managed access. As educators, Toko School aims to encourage the correct use of such sites under a managed and supervised programme.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.

The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

The school uses a range of learning technologies to enhance student learning. These include electronic mail and Internet. The School maintains a web site and Learning Management System with events, news and learning at Toko. Material will be published on line. The purpose of publishing/producing material on line is to:

- Break down barriers between home and school
- Increase use of ICT at home and school
- Personalise learning in action
- Encourage students to be in charge of their learning.
- Promote and develop a range of learning partnerships
- Utilise technology to enhance learning.
- Enhance communication
- Encourage the student to be part of the school community
- Promote the school to the wider community.

SECTION B
RULES TO HELP KEEP TOKO SCHOOL STUDENTS SAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. **I will not tell anyone else my personal internet user name and password.** I will log on only with that user name.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. I understand that I must not, **at any time**, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
5. **While at school, I will not:**
 - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
6. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:

- Not show others
 - Click on the '**Hector Safety Button**' or turn off the screen and
 - Get a teacher straight away.
7. **I understand that I must not download or copy any files** such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
8. I must have a letter from home and permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives. **I also understand that the school takes no responsibility for the loss or damage of any personal items that I may bring to school.**
9. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
10. The school cybersafety rules apply to any ICT brought to school like a mobile phone.
11. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

Personal Information includes:

 - **Name**
 - **Address**
 - **Email address**
 - **Phone numbers**
 - **Photos.**
12. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
 - Not being silly and playing around with it
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Telling a teacher about anything wrong or damaged.
13. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

SECTION C
TOKO SCHOOL CYBERSAFETY USE AWARENESS PACK AGREEMENT

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Keep the document for future reference,**
- 3.

I understand that Toko School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.
- Publish images of the student on our website or Learning Management System as well as work that he or she may create at school, in strict compliance with the school's policy for the online publication of student images and student work and associated guideleines.

My responsibilities include:

- I will read this Cybersafety Awareness Pack
- I will discuss the information with my child and explain why it is important
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal to discuss any questions I might have about cybersafety and/or this Cybersafety Awareness Pack and I am welcome to do this at any time.

Additional information can be found on the NetSafe website www.netsafe.org.nz/ua

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.