SPOTSWOOD COLLEGE

CYBERSAFETY POLICY

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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*

 (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.*

Rationale:

Spotswood College supports a Digital Citizenship model for the promotion of safe and responsible use of technology.

Policy Statement:

The Board recognises that by fostering a culture of successful digital citizenship in our students, staff and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of ICTs. An important part of learning these skills is being given the chance to experience the opportunities and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought as students and teachers learn.

The Board is aware that preparing our students to make effective use of ICTs is an important part of their preparation for participation and contribution in society today and into the future.

The Board recognises that its obligations under the National Administration Guidelines extend to use of the internet and related technologies.

Spotswood College will develop and maintain rigorous and effective cybersafety procedures 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.

Spotswood College will develop and maintain procedures around the safe and responsible use of the internet and related technologies (ICTs). These internet safety procedures will recognise the value of the technology and encourage its use in a teaching and learning context while helping to minimise and manage the challenges that may be experienced by students, teachers and the wider school community.

Guidelines:

1. Students will receive education about the safe and responsible use of information and communication technologies.

2. Associated issues the school will address include:

- the need for on-going funding for cybersafety procedures 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.

3. A process for reporting back to the Board by the Principal will be agreed upon and established. Frequency and content of reporting will be included.

4. Spotswood College use agreements will cover all Board employees, all students 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.

5. 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.

6. The school has the right to monitor, access and review all use of ICT. This includes personal emails sent and received on the school's computer/s and/or network facilities at all times.

7. The school has the right to audit at any time any materials on any ICT equipment that is owned or leased by the school. The school may also request 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. The response to individual incidents will follow the practices developed as part of the school's cybersafety procedures. 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.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 23 February, 2015

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: February 2018

Reviewed Date: _____ Signed for B.O.T. _____