



Cybersafety Procedure

Purpose

To maximise the educational benefits of communication technologies at Rangi Ruru whilst minimising the risks, and maintaining a safe learning environment.

Guidelines

1. Students and staff are required to accept our Digital Citizenship Agreement on a daily basis in order to connect to the school network. (See appendix)
2. Education on Cybersafety will be provided to staff, students and to parents/caregivers.
3. Classroom teachers must be aware of their responsibility to maintain cybersafety in their classroom. This will include reminding students of cybersafety rules involving use of the Internet or other communication technology, and actively supervising student use. Classroom teachers should help their students develop the skill base to effectively use the Internet as a learning tool.
4. The Health Coordinator and Information Services Manager will be responsible for cybersafety within the school. Inappropriate use of the Internet or any other communication technologies by a student must be reported immediately. The Information Service Manager will be the main point of contact for all issues or incidents involving communication technologies in the school and will report to the appropriate person or group.
5. The school will provide an appropriate filtering software system, and will continue to refine methods to improve cybersafety.
6. The school will retain the right to check for inappropriate use of technology by staff or students.
7. Staff need to be aware that any incident involving material, which is deemed 'objectionable' under the Films, Videos and Publications Classification Act 1993 could constitute criminal misconduct necessitating the involvement of law enforcement. As well, involvement with any material which, while not illegal under the Act, is nonetheless detrimental to the safety of the school environment or reputation of the school, may constitute professional misconduct serious enough to require a disciplinary response by the school.
8. Breaches will be dealt with through the school's disciplinary and support systems. If illegal material or activities are suspected, the matter will be reported to the Police. Illegal or inappropriate material (such as but not limited to pornographic, racist material etc.) or harassing use of technology may be considered grounds for summary dismissal or expulsion.
9. The school reserves the right to block access to sites and to remove either a student's or staff member's access privileges when necessary.

Appendix

Rangi Ruru Digital Citizenship Agreement

Digital citizenship encompasses etiquette, literacy, access, security, health and wellness, commerce, communication, rights and responsibilities, and law.

The term 'digital device' refers to all digital, mobile technologies including, but not limited to, computers, music devices, cell phones, cameras, USB drives.

Appropriate behavior is grounded in the Rangi values of Respect, Aroha, Endeavour & Enthusiasm, Generosity of Spirit, and Integrity & Honesty.

I understand that this agreement applies to my use of any technology during my time at Rangi Ruru. I agree that

1. I am accountable for all my actions and communications and that I must not at any time use technology to upset, offend, harass, threaten, defame or in any way harm anyone or undertake any activity that may bring Rangi Ruru into disrepute.
2. I will avoid any involvement with material or activities which could put at risk my own safety, or the safety, privacy, reputation or security of the school or other members of the school community.
3. I will not allow anyone else to use my password nor will I use anyone else's. I will not misrepresent myself or others. I understand that I am responsible for actions undertaken in my name.
4. I will not breach a person's right to privacy by posting, publishing or releasing any personal information, including images or video without their express permission. This includes the use of social media sites.
5. I will not plagiarise or pass off others' work as my own. I will fully acknowledge the origin and ownership of materials I use, as appropriate.
6. I will not breach New Zealand Copyright law by downloading, copying, sharing, saving or distributing copyright material such as music, videos, games or programmes in any form.
7. I will not make any attempt to get around or bypass security, monitoring and filtering that are in place at school.
8. I will not access or attempt to access inappropriate or objectionable material or sites restricted for my age. If I accidentally access inappropriate material or receive inappropriate material, I will immediately inform the Head of IT.

I will respect all technology and systems and treat them with care. This includes:

- . a) not intentionally disrupting the smooth running of any school technology systems.
- . b) not tampering with school technology, nor attempting to gain unauthorised access to any technology or network system.
- . c) respecting the property of others.
- . d) reporting any breakages/damage to school or others' technology to the Head of IT.

I understand that:

Breaches or suspected breaches of the terms of this agreement will be investigated and may lead to disciplinary action.