

Cybersafety & Device Use

5.7

Rationale

1. Use of the Internet and other communication technologies at Waiuku College is to be limited to educational and personal usage appropriate in the school environment.
2. "Other communication technologies" include the mobile phone and technologies associated with Internet use e.g. digital camera and web cam. Included, too, are similar technologies still being developed.
3. This Cybersafety Policy applies to all employees of the Board (i.e. teaching, support and ancillary staff) and to all students. It also applies to teacher and other professional trainees assigned to the school from time to time, relief teachers, and staff and students in the Community Education programme.

Requirements

1. A member of the Senior Management Team will be appointed by the Principal as the school's Cybersafety Officer (CO). The CO is charged with advising the Principal on the establishment and maintenance of the school's cybersafety programme. This cybersafety programme will include (a) an infrastructure of appropriate procedures and User Agreements, (b) effective safety systems, and (c) a cybersafety education programme for the school community.
2. The Deans and Senior Leaders will be the main point of contact for all *student* issues or incidents involving communication technologies in the school.
3. On enrolment, all students must read and sign the Waiuku College Digital Citizenship Contract. This Contract outlines the regulations and conditions under which computers and communication technologies may be used at school or in any way which affects the safety of the school learning environment. This Contract must also be signed by a parent/caregiver, and is to be handed in to the office where it will be filed for safe keeping. The CO can restrict or limit access to the school network in the case of students or parents who do not sign the agreement or breach it.
4. Cybersafety rules and information will be available to view by parents on the school Moodle (LMS) and Website.
5. At the commencement of their employment, all Board employees (teachers, support and ancillary staff, including the caretaker, gardener and such personnel as Teacher Trainees and Relief Teachers) must sign the Waiuku College Digital Citizenship Contract. Staff working with students are required to actively supervise/monitor student Internet use and report any breaches of the Cybersafety Policy to Deans/Senior Leaders. This agreement also informs staff of the limits of their own use of the Internet, and of privacy issues associated with confidential information on the school network. Accompanying cybersafety rules and information should be retained by staff for future reference.

6. The Board supports the right of the School to ban, restrict or limit the use of mobile phones during school hours and on school camps, trips and events. Students who break phone use rules may have phones confiscated. These will be held and returned to students at the end of the school day through the school office.
7. The Board supports the right of the school to check communication technology-related work or data of staff or students *on school owned devices*, at any time, and to carry out a comprehensive investigation of any breaches of the school's Cybersafety policies. Such breaches will be taken seriously and be dealt with through the school's disciplinary and support systems. In such incidents, there will be special attention paid to the need for specific procedures as regards the gathering of evidence. If illegal material or activities are suspected, the matter may be reported to the Police.
8. Staff should not initiate or encourage contact with students via personal social media or email accounts. Where staff have a relationship with a student outside of school, e.g. family member or family friend, personal social media or email contact should be conducted in a manner which is becoming to a member of the teaching profession. Staff are encouraged to use their Waiuku College email address to contact students. In the event of an accusation of impropriety, the College will use records held on the College server as part of the investigation.
9. Staff are expected to protect the digital reputation of Waiuku College at all times. They are not to post defamatory comments, articles or posts on any site whether from a private or College computer. All staff will abide by the media regulations governing teaching staff which require staff to have the approval of the Principal before providing any information to the media.
10. Principal's approval is required for any social networking, domain name, (web URL) or digital use of the name "WAIUKU COLLEGE" or is connected to Waiuku College. If approval is given, the school reserves the right to monitor the site and take appropriate action to protect its digital reputation.

Adopted by Board of Trustees: 21 October 2019