

POLICY ON CYBERSAFETY

Policy Statement

Napier Girls' High School will promote and endeavour to ensure the welfare and safety of young people when using the Internet.

Purpose

To promote an environment that encourages awareness of safe Internet access, so all staff and students can:

- a. become effective and safe users of the Internet
- b. extend their awareness and knowledge of the Internet
- c. become motivated, responsible, independent users of the Internet

Guidelines

1. The School will appoint an Internet Safety Officer who will ensure that issues of safety surrounding the use of the Internet are administered appropriately.
2. Use of the Internet facilities at this school is for educational purposes. This includes personal use and use for professional development of staff.
3. Filtering and monitoring software will be deployed on the proxy server which accesses the Internet. A continually updated URL ban list will be maintained.
4. The Policy on Cyber safety will be clearly displayed on the wall of the computer rooms.
5. The School will continue to refine methods of improving safety on the Internet.

Procedure:

1. Staff (all school personnel, both teaching and non teaching) use of the Internet:

Professional development for all staff using or wishing to use the Internet will be made available and is essential for the safety and protection of staff, students and equipment.

All staff will be required to sign a copy of the Staff Internet Use Agreement indicating that they are aware of the details of this Policy. The signed Agreement will be kept in each individual's personal file.

Appropriate e-mail etiquette to be used at all times. All e-mails will be logged and scanned.

2. Student (includes adult students, school students) use of the Internet:

All students and their caregivers must sign the NGHS Student Computer and Internet Agreement before using the Internet at school. The Agreement is to be placed on the student's personal file, or, in the case of Community Education students, in a file kept by the tutor concerned.

Students e-mail account must be used for school related purposes only.

All Internet use must be authorised and supervised by an appropriately trained staff member. All student e-mail will be logged and scanned, failure to meet correct e-mail etiquette will result in a penalty.

International students may have an e-mail account that can be used for family contact as well as for educational purposes. Appropriate e-mail etiquette must be used at all times, failure to meet these requirements will result in a penalty.

3. Provision of access to a blocked site

There may be instances where a staff member and their students need access to sites that are blocked. These sites that are needed for educational purposes may be reviewed by the Principal, Senior Management and the Network Manager and either recommended to remain blocked or made available to staff and students.

4. Cyber Safety Incident Reporting

All incidents when inappropriate materials, including images, are downloaded or received, are logged and reported to Senior Management.