

## **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 Information and Communication Technology (ICT)

### **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 ICT
- b. extend their awareness and knowledge of ICT
- c. become motivated, responsible, independent users of ICT

### **Guidelines**

1. The School will appoint a Cybersafety Committee to ensure that issues of safety surrounding the use of ICT are administered appropriately. This will include a senior staff member and an IT staff member.
2. Use of the Internet facilities at this school is for educational purposes. This includes only appropriate personal for professional use.
3. Filtering and monitoring software will used for access to the internet.
4. The "Student Agreement; ICT" will be clearly displayed on the wall of the computer rooms.
5. The School will continuously refine methods of improving safety on the Internet.
6. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements 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.
7. 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.

### **Procedure:**

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

- a. 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.
- b. 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.

- c. Appropriate web browsing and e-mail etiquette to be used at all times. All web browsing and e-mails may be logged and scanned.
- d. The school has the right to monitor access and review all use. This includes reviewing all web browsing, access to social media sites, downloads and personal emails sent and received on the schools computer/s and/or network facilities at all times.
- e. The school has the right to audit at any time 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.

## **2. Student use of the Internet:**

- a. 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 and hostel file.
- b. Students e-mail account must be used for school related purposes only.
- c. All Internet use must be authorised by an appropriately trained staff member. All student web browsing and e-mail may be logged and scanned; failure to meet correct etiquette will result in consequences.
- d. International and hostel students may have an e-mail account that can be used for family contact as well as for educational purposes

## **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 or the Cybersafety committee.

## **4. Cyber Safety Incident Reporting**

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

Adopted 28 August 2001 (as Internet Safety)

Reviewed May 2008

Reviewed October 2011