

Procedures: Digital Technologies and Cybersafety

Rational:

The Internet and Information Communication Technologies (ICT) devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

The Board of Cashmere High School places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school. The school also requests that students bring their own digital devices (i.e. BYOD) to school to assist with their learning. The school will provide information at enrolment on recommended devices, responsible use and answers to frequently asked questions.

The Board recognises that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

The Board thus acknowledges the need to have in place rigorous and effective school cybersafety procedures. We aim to maximise the educational benefits of communication technologies while minimising the risks and maintaining a safe learning environment for staff and students.

Strategies:

- 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.
- Cashmere High School use agreements will cover all board employees, all students (including adult and community), 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.
- Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Cashmere High School is to be limited to

educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.

- Signed use agreements for staff 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.
- The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
- The school has the right to audit at anytime 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.
- 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.
- The safety of students, staff and the network is of paramount concern. Any apparent breach of cybersafety will be taken seriously. Individual incidents will be logged with the Head of School and may be referred to the Associate Principal. Disciplinary action may involve the use of our Managing Student Behaviour system, detentions, standdown/suspension and or the removal of access to the school computer network or BYOD network for a set period of time. In extremely serious incidents, advice may 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. If illegal material or activities are suspected, the matter may be reported to the relevant law enforcement agency.
- The Cashmere High School website will have copies of the cybersafety use agreements for staff and students and a link to the Netsafe website. As part of ongoing review the school will continue to look at cyber safety issues as they develop.