

CYBERSAFETY

RATIONALE

Aorangi School will maximise the educational benefits of information and communication technologies while minimising the risks.

PURPOSE

To provide access for all staff and students to information and communication technologies while maintaining a safe learning environment.

GUIDELINES

1. All students must read and sign a Cybersafety Use Agreement each year which outlines the regulations and conditions under which computers and communication technologies may be used while at school. The agreement must also be signed by a parent/caregiver.
2. Students will be supervised while using school facilities.
3. All staff (i.e. teaching, support and ancillary staff) must sign a Cybersafety Use Agreement which includes details of their professional responsibilities and the limits to their own use of the Internet.
4. Educational material on cybersafety will be provided by management to staff and students, and to parents/caregivers.
5. Basic training for staff will be made available by management, as will appropriate professional development.
6. The necessary procedures will be put into place by the school to address cybersafety issues in all venues where the Internet and other communication technologies are accessed by staff or students.
7. The school will provide an effective electronic security system, which is financially practicable and will continue to refine methods to improve cybersafety.
8. The Principal will be responsible for the establishment and maintenance of a cybersafety programme in the school. (The Principal may delegate that responsibility to a member of the ICT Committee.)
9. The Board supports the right of the school to check communication technology-related work or data of staff or students at any time, and to carry out a comprehensive investigation of any breaches of the school's Cybersafety Use Agreements. 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 will be reported to the Police or the Department of Internal Affairs Censorship Compliance.
10. The school will consult with the wider school community and provide opportunities to learn about cybersafety issues e.g. through Parent Information Evenings.

CONCLUSION

Information and communication technologies will be utilised in a safe learning environment.

Approved **Board of Trustees Meeting** ___ / ___ / ___

Signature of Chairperson _____ ___ / ___ / ___

Signature of Principal _____ ___ / ___ / ___