School Cybersafety Policy and Use Agreement for Staff

General Policy

Use of the Internet and other communication technologies at School by staff or students is to be limited to educational and personal usage appropriate in the school environment.

Staff need to be aware that any incident involving material which is deemed ‘objectionable’ under the Films, Videos and Publications Classification Act 1993 could constitute criminal misconduct necessitating the involvement of law enforcement. As well, involvement with any material which, while not illegal under the Act, is nonetheless detrimental to the safety of the school environment, may constitute professional misconduct serious enough to require disciplinary response by the school.

Staff use

Links to appropriate websites can be placed on the school web pages (home pages for the browsers) to provide quick access to particular sites.

Staff need to be aware of confidentiality and privacy issues when accessing student or staff information via the school network.

If a staff member ever wishes his/her own child to make use of the school Internet equipment, the same prohibition of misuse applies as for student use. In particular, note that the parent must be present at all times and is fully responsible for the conduct of his/her child, who would use the parent’s computer.

If the Internet and other communication technologies (e.g. mobile phone) are used to facilitate misconduct such as harassment or involvement with inappropriate or illegal material, the matter will be taken very seriously by the school and could result in disciplinary action. Illegal material or activities will also necessitate the involvement of law enforcement.

Staff must avoid engaging in any unreasonable activity including any that:
∑ affects the cybersafety of the school
∑ affects the ability of other staff to meet their obligations to the school
∑ is for personal profit
∑ is for political reasons
∑ brings the school in to disrepute
∑ causes harassment or offence to others
∑ incurs unreasonable cost
∑ breaches NZ laws
∑ overloads shared systems by sending or receiving excessive amounts of material
∑ does not respect the copyright on software, music, images etc

Staff must observe high ethical standards in computer use and not access or store any information, files or software that so not meet such high ethical standards. Inappropriate material includes, but is not limited to, offensive material, pornographic material, illegal material, trading activity, gambling activity, defamatory material, hacking, spamming or viruses etc.

Staff responsibilities when using the Internet with students

Before ANY student can make use of the Internet:
A School Computing Use Agreement (obtainable at enrolment or from the ICT Lead Teacher) must be filled in and signed by both student and caregivers. This is to be renewed annually.

UNDER NO CIRCUMSTANCES may a staff member permit a student to use the Internet unless that staff member has sighted official proof that the school has on record a Use Agreement signed by both the child and a parent/caregiver. It is the staff member’s responsibility to ensure that this condition is met.

Staff who are not confident of their Internet skills could request help from the ICT Lead Teacher.

The staff member must be in the room, remain there and actively supervise while the students are using the Internet. No students may be sent to a computer room unsupervised to use the Internet, in or out of class time.

Students should be regularly reminded of the contents of the Use Agreement they have signed and that there are can be serious penalties (including possible involvement of law enforcement) for significant breaches of this agreement.

Students need to be directed to places on the Internet, rather than be permitted to surf. The teacher will need to have gained experience using the Internet before permitting students access.

Students may access the Internet only when a staff member is in the room and aware of the activity. This includes use in places like the Library as well as classrooms.

Inappropriate use of the Internet or any other communication technologies by a student must be reported immediately to the ICT Lead Teacher. If she is absent, then another senior member of staff should be notified.

School Website

This will be an on-going project. A number of important reasons exist for having a website, including providing information about the school and publishing student work. The site should be updated on a regular basis.

Monitoring

Staff and students need to be aware that with the current systems set up to access the Internet, a record is kept of which sites are visited, how often and from which terminal.

If deemed necessary, auditing of the school computer system could include all aspects of its use e.g. personal network storage folders and e-mail accounts.

Cybersafety Use Agreement for staff

Please fill in and sign the attached sheet regarding Student Safety, Professional Development, and your agreement to the school’s Policy.

The sheet should be returned to the School’s ICT Lead Teacher
Appleby School Cybersafety  Use Agreement for Staff

I understood and agree to follow the attached Cybersafety Use Policy as it applies to use of Internet and other communication technologies by staff, and by students under the direction of staff.
Name:
Date:

Signature: