

ROSENEATH SCHOOL ONLINE SAFETY POLICY

CONTENTS:

Page:	Chapter:
1	Revocation
1	Objective
1	Scope
1	Purpose
2	Development of procedures regarding the use of digital technologies
3	Policy principles
5	Accountabilities
5	Breaches of policies

REVOCACTION

This Roseneath School Online Safety Policy revokes all former online safety policies at Roseneath School (**School/Kura**).

OBJECTIVE

This Policy outlines the requirements and key principles for creating and maintaining a safe online learning and teaching environment and compliance with any relevant legislative requirements.

This Policy is:

- Subject to the Privacy Act 2020 and any other legislative obligations; and
- Should be read in conjunction with the School's/Kura's Health and Safety Policy, Behaviour Management Policy and Employment Policy.

SCOPE

School/Kura resources

This Policy applies to all use by staff/kaimahi (**Staff/Kaimahi**), contactors, members of the Board/Poari (**Board/Poari**), parent helpers, students/ākonga (**Students/Ākonga**) and any other person using:

- The School's/Kura's Internet;
- The School's/Kura's digital technologies and systems;
- School/Kura devices.

PURPOSE

ROSENEATH SCHOOL ONLINE SAFETY POLICY

The Board/Poari is committed to creating a safe online learning environment and to the development of our Students/Ākonga into capable digital citizens. The Board/Poari recognises that its obligations under the [National Administration Guidelines \(NAG 5\)](#)¹ extend to use of the Internet and related digital technologies for learning whether at the School/Kura or where learning occurs remotely.

Technology provides significant benefits to learning and School/Kura operations. The Board/Poari considers the benefits and risks associated with technology use when making any decisions related to the purchase or use of technology.

The School/Kura seeks to foster a culture of successful digital citizenship in our Students/Ākonga, staff/kaimahi (**Staff/Kaimahi**) and our wider community. We encourage everyone to take responsibility for themselves and others in their use of digital technology and online environments.

The Board/Poari is aware that preparing and supporting our Students/Ākonga to use digital technology and online environments effectively and safely is an important part of their preparation for participating and contributing in our digital society. The Board/Poari understands that being able to use digital technology and online spaces effectively and safely includes when learning happens remotely and outside of the physical School/Kura environment.

In preparing our Students/Ākonga to actively participate in the world in which they live, it is clear that their ability to participate as confident and competent digital citizens is a key skill. An important part of learning the skills, knowledge, and values that are needed, is being given the chance to experience both the opportunities and the challenges presented by technology. It is important that this happens within a safe, secure and nurturing environment whether physically in the School/Kura or when learning happens remotely, where clear, effective guidance can be sought.

DEVELOPMENT OF PROCEDURES REGARDING THE USE OF DIGITAL TECHNOLOGIES

The School/Kura will develop and maintain procedures around the safe and responsible use of the digital technologies, the School's/Kura's network and systems, and the Internet. These online safety procedures will recognise the value of the technology and encourage its use in teaching and learning contexts while minimising and managing the challenges that may be experienced by Students/Ākonga, Staff/Kaimahi and the wider School/Kura community.

The School/Kura will consult with parents/carers/whānau, as to how it intends to use digital technologies and online environments, and how it benefits the teaching and learning process.

These procedures will aim to not only maintain a safer School/Kura learning environment, but also to address the need for Students/Ākonga and other members of the School/Kura community to participate in education and to receive support around the safe and responsible use of digital technologies and online environments.

¹ NAG 5 provides: "Each board of trustees is also required to:

- a. provide a safe physical and emotional environment for students;
- b. promote healthy food and nutrition for all students; and
- c. comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees."

ROSENEATH SCHOOL ONLINE SAFETY POLICY

Student/Ākonga Digital Contract and Parent/Caregiver Permission

For Students/Ākonga and their whānau

The School/Kura will put in place a student digital contract (“**Student/Ākonga Digital Contract**”), covering matters such as the expectations, responsibilities and conditions of appropriate use, and monitoring of, School/Kura Internet, network and systems and digital technologies at the School/Kura, and of School/Kura electronic devices.

The Student/Ākonga Digital Contract may also seek permission from parents/caregivers/whānau for matters including the following:

- Students/Ākonga to use digital technologies as part of their learning at the School/Kura and a School/Kura email address for learning purposes;
- any use of photographs or filming of Students/Ākonga or their work for use in the classroom, School/Kura newsletter, School/Kura website, classroom blogs, School/Kura Facebook page, and in publications such as local newspapers.

The Student/Ākonga Digital Contract may also set out expectations around the photographing or filming of School/Kura Staff/Kaimahi, contactors, Students/Ākonga, parent helpers, and any other person on School/Kura premises.

Management and safekeeping of mobile phones and other electronic devices on School/Kura premises

For Students/Ākonga

The Principal/Tumuaki may require Students/Ākonga to hand in mobile phones or other electronic devices not required for School/Kura learning to the School/Kura Office during School/Kura hours. If such measures are implemented, the Principal/Tumuaki will ensure there is an appropriate arrangement for their safe keeping until the mobile phones or other electronic devices are collected by Students/Ākonga at the end of the School/Kura day.

Cyberbullying covered under the Health and Safety Policy

For all

This Policy should be read in conjunction with the Roseneath School Health and Safety Policy, which requires procedures must be in place to help maintain a safe environment, including guidelines for dealing with cyberbullying.

POLICY PRINCIPLES

Monitoring of the Internet and digital technologies on School/Kura systems and devices

For all

The School/Kura will have a code of conduct in place for Staff/Kaimahi. and Board/Poari members are required to comply with that code of conduct.

The School/Kura may monitor the use of the Internet and digital technologies on School/Kura network and systems and on School/Kura devices.

Evidence of excessive, or inappropriate, personal use of the Internet and digital technologies on School/Kura network and systems and on School/Kura devices may be used in disciplinary proceedings, or as otherwise appropriately required by the Principal/Tumuaki or Board/Poari.

ROSENEATH SCHOOL ONLINE SAFETY POLICY

The School/Kura will also ensure that there is an appropriate website content filtering services for use of the Internet and digital technologies on the School/Kura network and systems and on School/Kura devices.

We use School/Kura Internet connections and digital technologies in an appropriate way

For all

It's acceptable to access the Internet and digital technologies on the School/Kura network and systems and on School/Kura devices for School/Kura purposes, including:

- research and investigation in support of School/Kura related work;
- required activities in direct support of School/Kura work;
- professional development; and
- approved personal development activities such as university study or professional memberships

It is not acceptable to:

- access the Internet and digital technologies on the School/Kura network and systems, or on School/Kura devices, to save, download, request, transit or purposely view:
 - Inappropriate (for example, pornographic, sexual, racist, profane) or other offensive material;
 - any material in breach of any law within New Zealand or which is objectionable as defined by the [Films, Videos & Publications Classifications Act 1993](#);
 - any material which is harassing, derogatory, or libellous in nature
- conduct activities that contravene the School/Kura policies;
- access or download any material that has the potential to destabilise or damage School/Kura network, systems or devices or cause damage to the School's/Kura's reputation;
- conduct activities that may interfere with, or disrupt, School/Kura network, systems or devices or other network users, services, or equipment (such as distributing unsolicited advertising, propagating viruses, or unauthorised access to network devices);
- use your School/Kura credentials name.surname@roseneathschool.nz to register for private internet services; nor
- download any software without appropriate approval.

We allow reasonable personal use of our Internet connections

For all

Personal use is given on the basis that Staff/Kaimahi, contractors, members of the Board/Poari, parent helpers, Students/Ākonga and any other person using the School/Kura Internet, network and systems and digital technologies at the School/Kura, and of School/Kura electronic devices do not misuse it.

Personal use is governed by the following rules:

- personal use should be undertaken during 'break time' (i.e. lunch or tea breaks)
- Staff/Kaimahi, contractors, members of the Board/Poari, parent helpers, Students/Ākonga and any other person using the School/Kura Internet, network and systems and digital technologies at the School/Kura, and of School/Kura electronic devices must not visit inappropriate sites (as set out above)
- no software nor executable files of any kind may be downloaded without prior approval.

Misuse, or excessive personal use of the Internet and digital technologies on the School/Kura network and systems, or on School/Kura devices, may result in revocation of access.

ROSENEATH SCHOOL ONLINE SAFETY POLICY

We manage the costs associated with School/Kura Internet and digital technologies use responsibly

For all

The School/Kura accepts no liability for any losses or expenses incurred by Staff/Kaimahi, contractors members of the Board/Poari, parent helpers, Students/Ākonga and any other person using the School/Kura Internet, network and systems and digital technologies at the School/Kura, and of School/Kura electronic devices undertaking personal business on the Internet and digital technologies on the School/Kura network and systems, or on School/Kura devices, even if such losses are, or may be, attributable to failures in School/Kura systems or policies.

ACCOUNTABILITIES

For all

Staff/Kaimahi, contractors, members of the Board/Poari, parent helpers, Students/Ākonga and any other person using the School/Kura Internet, network and systems and digital technologies at the School/Kura, and of School/Kura electronic devices must comply with this Policy and any supporting procedures or standards.

The Principal/Tumuaki will:

- ensure that this Policy is known and followed by Staff/Kaimahi, contractors, members of the Board/Poari and Students/Ākonga and published on the School/Kura website so parent helpers and other parties using the School/Kura Internet, network and systems and digital technologies at the School/Kura, and of School/Kura electronic devices, are also aware of the Policy;
- demonstrate good Internet use behaviours;
- address Internet use issues with the appropriate Staff/Kaimahi, contractors, members of the Board/Poari, parent helpers, Students/Ākonga and any other person using the School/Kura Internet, network and systems and digital technologies at the School/Kura, and of School/Kura electronic devices.

BREACHES OF POLICY

For all

Complying with all policies, standards and procedures is required. Behaviours or actions that are investigated and found to be in breach of this Policy may result in disciplinary action for Staff/Kaimahi, contractors and for Students/Ākonga in accordance with the Behaviour Management Policy.

APPROVED:



DATE:

28 November 2022

REVIEW DATE:

November 2023