

**INTERNET SAFETY**

**PROCEDURE**

**RATIONALE:**

School computers and other Information Technology resources are used to support teaching and classroom learning. Use of the Internet facilities at this school is strictly for educational purposes. Every effort is made to promote and ensure the welfare and safety of students when using the Internet.

**PURPOSE:**

1. To provide Internet access so all students and staff can:

* Become effective and safe users of the Internet
* Extend their awareness and knowledge of the Internet
* Become motivated, responsible, independent users of the Internet

1. To continually review and refine methods of improving safety on the Internet

**GUIDELINES:**

# Staff use of the Internet

***A suitable member of staff will be appointed by the Principal as the school’s Internet Safety /ICT co-ordinator.***

1. Training for staff wishing to use Internet is available through the co-ordinator and is essential for the safety and protection of staff, students and equipment.
2. Students can be directed to relevant sites on the Net to assist their learning by staff members.
3. All staff members are made aware of school expectations and school safety procedures for use of school computers and the Internet.

# B - Student use of the Internet

1. All students and parents are made aware of school expectations for the use of school computers and the Internet. When a child enrols permission to use such educational tools is taken as accepted.
2. A teacher or authorised adult must be in the room whenever a student uses the Internet ie: a student cannot be sent to a room to use the Internet unsupervised. This also applies to any special use before or after school hours.
3. Each class has an Internet e mail address for student use.
4. Students can use the Internet only during class time unless given special permission, in which case a teacher or authorised adult must supervise
5. Any use of the Internet other than specified above must be in agreement of the ICT co-ordinator and under supervision by an authorised adult.

## Procedures for Incidents Involving the Internet

**For Students:**

1. If a student has been found accessing, possessing, or distributing illegal pornography (ie: objectionable material as defined by the *Films, Videos and Publications Act,*) or other material such as drug recipes, weapon designs and pornography which is legal but not appropriate in the school environment, the following occurs :

* Printed matter is confiscated immediately and there is an immediate audit of relevant computers.
* Material and facts are discussed with the Internet Safety Officer in the school.
* The ICT co-ordinator talks with the student(s) concerned according to the school’s usual procedures when investigating possible misconduct. The ICT co-ordinator assesses the situation in consultation with relevant staff.
* The ICT co-ordinator advises the Principal. The student(s) and their parents/caregivers are informed by the school. They may be invited to a meeting attended by the ICT co-ordinator and the Principal to discuss the situation and consequences.
* The ICT co-ordinator may consult with the Department of Internal Affairs-Censorship Compliance to determine if the material is illegal. (See the *Internet Safety Kit Resource List on page 6 “Information for School Administrators”)*

1. If a Stand-down, or suspension is considered the school follows procedures outlined in the *Ministry of Education Guidelines* and the school’s “Stand-down, Suspension and Expulsion Procedures”.

### For Staff/Adults:

* Where relevant, incidents involving adults are treated in much the same way as for students – see above
* School management work with the Board to ensure compliance with this procedure and safety procedures, also to implement any disciplinary procedures necessary.

1. Accessing or down-loading pornographic and other material which in itself may not be illegal but is inappropriate in the school may constitute misconduct. Following a proper investigation to determine if misconduct has occurred, disciplinary action against the employee concerned is a Board consideration.
2. The Board and management of the school deals with accessing, possession or distribution of any illegal material which constitutes criminal misconduct, under the same disciplinary procedures available for any other type of criminal misconduct by an employee.
3. Allegations of misconduct based on misuse of the Internet which does not involve illegal material, follows procedure developed from *Ministry of Education Guidelines* in “The New Zealand Internet Safety Kit” and as outlined “For Students”.
4. If an incident occurs, it is vital to ensure students can use the school computers in safety. An immediate audit of relevant computers and a ban on student use is undertaken until that safety is assured.
5. Depending on circumstances, some of all of the following may be notified: Board of Trustees, Department of Internal Affairs – Censorship Compliance, New Zealand Police, staff, parents/caregivers, students, and Ministry of Education.
6. The school endeavours to address the counselling and support needs of any staff members or students directly affected.

##### School Expectations for Use of Internet – All Staff ,Parent Helpers & Students

### We understand that at this school:

* Access to the Internet is supervised/used by an authorised adult at all times.
* All students are supervised by an authorised adult when using E-mail or Internet.
* Information technology and school computers are used to support teaching and classroom learning.
* People are not permitted to access material through the Internet that is offensive, dangerous, illegal or inappropriate at school. Copying, storing or printing of such material is also forbidden.
* People are not permitted to send any messages that are offensive, dangerous, illegal or inappropriate at school.
* Helpful reminders to users are displayed and referred to regularly when using the Internet

eg: Do I need to be here?

Is this helpful to my work?

Do I feel happy or comfortable with the information I am accessing?

**We understand how important it is to:**

1. Take care of Information Technology resources, such as computers and the Internet

* Be careful with equipment and furniture
* Respect the copyrights on software that prohibit copying
* Use only school software on school computers

1. Be considerate of other users

* Share available equipment
* Be careful not to waste computer resources eg: paper
* Avoid disruption of the running of any computer or network
* Take care not to scan or display graphics, record or play sounds, or type messages which could cause offence to others
* Immediately remove from the screen any material that is not allowed at school that we accidentally come across and inform the ICT co-ordinator

1. Be responsible for privacy and security

* We will not give anyone on the Internet information about ourselves or others - this includes address, phone number, photograph or credit card information.
* We will use back up devices to use at school.

**Review Responsibility*: Principal , ICT Co-ordinator & DP***

**Date Confirmed: 14 February 2017**

**Principal: ……………………………………………………………….**



**INFORMATION FOR PARENTS ON INTERNET & ICT SAFETY**

Dear Parents/Caregivers,

* Attached to this letter you will find an Internet Safety Use Agreement which we will require you to sign and return to school. This background information may be helpful as you read through and discuss the Internet safety use agreement with your child.
* There are the twelve rules to help keep students safe as outlined in the internet safety use agreement that you have been asked to sign.

1. **I must get my parent(s) to sign the use agreement and return it to school.**

*All students must have a use agreement signed by their parent. Use agreements are an essential part of our procedure and programmes for schools and other organisations.*

1. **I can use the school computers and other school ICT equipment for school work and only with my teacher’s permission.**

*This helps to ensure the equipment is available when students need to use it for their learning. It will also help to reduce the likelihood of any inappropriate activities taking place which put the safety of the learning environment at risk.*

1. **I can only go online or use the Internet at school when a teacher gives permission and an adult is present.**

*There must be an educational purpose for children being online or accessing the Internet. Having an adult present (teacher or teacher’s aide) will help to ensure children’s safety.*

1. **If there is something I’m not sure about I will ask my teacher.**

*This helps children to take responsibility for their own actions, and seek advice when they are unsure of what to do. It provides an opportunity for the teacher and child to work through an issue, and so avoid the child making an unwise decision which could possibly lead to serious consequences.*

1. **I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude or unkind about other people.**

*Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is becoming a major problem in New Zealand and in many other countries. Often children become involved in these acts through peer pressure, without thinking of the consequences.*

1. **I will not tell anyone else my password.**

*Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a safe environment for all users and teaches the child the importance of personal security.*

1. **If I find anything that upsets me, is mean or rude, or things I know are unacceptable at our school, I will not show others, and will switch the screen off immediately and get a teacher straight away.**

*Because anyone at all can publish material on the Internet, it does contain material which is inappropriate and in some cases, illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging the student to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps children to take responsibility for their actions and keep themselves and others safe. This way, they contribute to the safety of the school community. The ‘Hector Safety Button’ can also be downloaded by parents for use on home computers from www.netsafe.org.nz*

1. **I must not bring any ICT equipment and devices to school. This includes things like mobile phones, iPods, games, cameras, USB drives and software.**

*There is no need for children to have any of these privately owned devices at school.*

1. **I will ask my teacher’s permission before I put any personal information online.**

*This reduces the risk of children being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise children’s privacy or security online.*

1. **I will be careful and look after all our school ICT equipment by not being silly and playing with it, following our school cybersafety rules and telling a teacher about anything wrong or damaged.**

*Just as we look after and take care of any school equipment, students, as responsible users of ICT, have a role here.*

1. **I understand that if I break these rules the school may need to tell my parent(s).**

*Depending on the seriousness of the breach of the rules, the school may require a parent discussion. Loss of ICT use privildeges for a period of time may also be considered.*

1. **I know I cannot get my work or photos of me working, published on the school website without my parent’s permission.**

*Staff will respect the privacy of students and their families and a permission form will be filled out at the beginning of each year, regarding anything, involving students and their work, being published on the school website. There are three main reasons the school publishes student material online:*

*to educate the student in accordance with the national curriculum, including on the role and use of technology in society;*

*to encourage the student to be part of and participate in the school community;*

*to promote the school in the wider community.*

*Can you please discuss these rules with your child/ren and return the attached form back to school at your earliest convenience. If you require any further information regarding our Internet Safety Procedure, please do not hesitate to contact the school.*

***Thankyou***

***School ICT Co-ordinator***



**STUDENT INTERNET & ICT SAFETY USE AGREEMENT**

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**To the parent/caregiver/legal guardian, please:**

1. **Read this page carefully**, to check you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

**I understand that our school will:**

* Safely use Information Communication Technology (ICT) to enhance learning at our school.
* Teach the children about Internet Safety.
* Keep a copy of this signed use agreement on file.
* Respond to any breaches in an appropriate manner.
* Welcome enquiries from parents or students about internet safety issues.

**Please detach and return this section to school.**

**STUDENT INTERNET SAFETY USE AGREEMENT FORM**

* **I have read this Internet Safety use agreement and I am aware of the school’s initiatives to maintain a safe learning environment, including my child’s responsibilities.**
* **I give/do not give permission for my child’s work and/or photos of my child working, to be published on the school website, and in newsletters, newspapers where applicable.**

**Name of student:** ………………………………………………………………………………………………………..

**Name of parent/caregiver/legal guardian:** ………………………………………………………………………..

**Parent’s signature:** ……………………………………………………………. **Date**: ………………………………**Please note: This agreement for your child will remain in force as long as he or she is enrolled at this school. If it becomes necessary to add or amend any information or rule, parents will be advised in writing.**