

## **CYBERSAFETY PROCEDURES (Health & Safety, Nag 5)**

### **Purpose:**

Mount Aspiring College seeks to foster a culture of successful digital citizenship in its students, staff and wider community

Mount Aspiring College will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the internet and ICT devices / equipment to student learning and to the effective operation of the school, while minimising and managing any associated risks.

These cybersafety practices will aim to not only maintain a cybersafe school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

### **Guidelines:**

1. The school's cybersafety practices are to be based on information contained in the latest version of the *NetSafe® Kit for Schools*, which is endorsed by the New Zealand Ministry of Education as best practice for New Zealand schools.
2. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Mount Aspiring College is to be limited to educational, professional development, and personal usage appropriate in the school environment.
3. The school has the right to monitor, access and review all use.
4. The school has the right to audit at any time 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.
5. 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.
6. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cybersafety practices. In serious incidents, advice will be sought from NZ Police. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases.

Additional information can be found on the website

[www.netsafe.org.nz/kits/kits\\_default.aspx](http://www.netsafe.org.nz/kits/kits_default.aspx)

## **Procedures**

### **Network and Internet Use:**

- **Internet filtering system**  
Mount Aspiring College will utilise the MoE's Network 4 Learning Internet filtering system that limits spam, objectionable material, streaming media and material unsuitable for a school being viewed or downloaded. Should any member of staff or student be concerned about access to material of this nature contact the IT Manager as soon as possible to allow the filter to be adjusted.
- **Appropriate Use**  
With this privilege of access comes the responsibility to use devices appropriately. Inappropriate use could result in withdrawal of access. Inappropriate use of a device could, but not exclusively, involve: Any sort of bullying, Taking photos or videos of students or staff without their permission, Disrespectful messages to or about staff or other students, Forwarding or storing photos or videos taken illegally (as above)
- **User Agreement form**  
All students are informed of the expectations with regard to inappropriate behaviour and are required to complete an online user agreement form prior to connecting to the schools WiFi services
- **Incidents**  
All inappropriate use will be referred to the Deans and Pastoral team for further investigation.

### **Cell Phone Use at school**

If students bring cell phones to College, they are to be kept out of sight and switched off during class, meeting and whanau times, and on education outside the classroom.

If parents need to get an urgent and important message to their son or daughter during the day, they may phone the school office and the message will be given to the student.

- **Year 7 and 8 Cell Phone use**  
For safety reasons, Year 7 and 8 students may not use their phones at all between 8:30am and 3:15pm unless requested by a teacher for a specific learning purpose.
- **For students in Years 9-13 Out of sight**  
Cellphones must be kept out of sight and not used during class, meeting and whanau times. On occasion, a teacher may ask students to use their cell phone (to record homework, photograph notes or time a speech, for instance) but this is at the discretion of staff members only.

- **Damage or theft**  
The school takes no responsibility for cell phones which may be lost, stolen or damaged.
- **Confiscation**  
If a student's phone is confiscated it can be picked up from the office at the end of the school day.

Adopted by Board \_\_\_\_\_ 26 March 2019

Chairperson \_\_\_\_\_

Next review by 26 March 2022

### **Rules and Guidelines for MAC Computer Use:**

You have been issued with your own username and password. These give you access to your personal directory (P drive), the school network, email and the Internet. You can login on to any computers at Mount Aspiring College but with this privilege comes responsibility. To keep these privileges you must agree to:-

1. Keep your username and password confidential and not share them with others. If you need to change your password then you ask a computer department staff member. If anyone else knows your password then you must change it; you are responsible what occurs using your username.
2. Not use the Internet or email in any way that could be seen as offensive to others. This includes not typing, downloading, forwarding, printing or using any offensive material.
3. You are not to download files such as music, video or other software. This includes by downloading from the Internet, email or from disks. Some exceptions to this rule apply for hostel students.
4. You must inform a staff member of any virus or security problem that you find and must not compromise the security of the school's computer system.
5. You will have to pay for the repairs needed to correct any intentional damage you cause or any damage caused by your inappropriate behaviour. Any inappropriate behaviour will result in the loss of all privileges and access to all school computers including any future course work.
6. You have been issued with \$5.00 credit on your ID card to cover any photocopying or printing. It costs 10c for each black and white page, and 50c for colour A4 page. You can increase the amount of credit by taking money to the school office. Some subjects eg graphics and computing will have higher initial credits since printing is already part of the cost of the course.
7. To access your email, go into Internet Explorer; the MAC home page will appear. Choose LINKS from the list of choices; your username and password are the same that you used to logon to the computer. Choose MYMAIL.
8. From outside the school system you can access your emails by pointing to the address: <http://macmail.mtaspiring.school.nz> and entering your username and password.
9. Your email address (that others would use to email you) is [username@mtaspiring.school.nz](mailto:username@mtaspiring.school.nz) where you use your username!
10. You need to be responsible for your own privacy and security by not giving out personal information – this includes addresses, phone numbers, photographs or credit card information.