Napier Central School

NAG 5.20 Health & Safety

Policy for Internet Use and Computer Device Safety

Rationale

To promote and ensure the welfare and safety of young people when using the Internet and computer devices.

Purpose

To provide Internet access, so all staff and students 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

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Important terms used in this document:

(a) *The abbreviation* **'ICT'** *in this document refers to the term 'Information and Communication Technologies'*

(b) **'Digital citizenship'** *refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*

(c) **'School ICT'** *refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*

(d) *The term* **'ICT equipment/devices'** *used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, ipads, tablets , iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*

(e) **'Objectionable'** *in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

Policy

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Napier Central School, and to the effective operation of the school.

Our school has rigorous digital citizenship practices in place, which include digital citizenship use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a digital citizenship culture which is in keeping with the values of the school, and legislative and professional obligations. This policy includes information about Napier Central School obligations, responsibilities, and the nature

of possible consequences associated with digital citizenship breaches which undermine the safety of the school environment.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.

The school may monitor traffic and material sent and received using the school's ICT network. The school uses Watchdog filtered internet service for filtering and/or monitoring software to restrict access to certain sites and data, including email.

Napier Central School will:

1. Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities
2. Work progressively with children and their families to encourage and develop an understanding of the importance of digital citizenship through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe on the internet.
3. Keep a copy of this signed use agreement on file.
4. Respond to any breaches in an appropriate manner.
5. Welcome enquiries from parents or students about digital citizenship issues
6. The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.
7. The teachers will do their best to teach the core foundations of the Responsible User Agreements for Students to ensure all students have an understanding of being a digital citizen.

Penalties

There may be consequences for students who use the computers or ICT in unacceptable (improper) ways. The consequences may include the removal of privileges and, being banned from using computer resources for a certain period. In cases of deliberate damage, costs for repair of damaged resources and/or for the technician time taken to repair the damage may be charged. Parents will be contacted in more serious situations.

Liability

Napier Central School has taken all possible precautions to maintain the safety of all users and the Student user agreement guidelines are written and enforced in the interest of all users' safety and effective use of the Internet and ICT.

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