

---

**Ratified by B.O.T.**    **Date: August 2018**                      **Review Date: August 2021**

**Signed by Chairman:**

**POLICY TITLE:**                      **Cybersafety Policy**

**POLICY NUMBER:**            **40**      **NAG'S REF: 5**

**Rationale:**

The Lake Taupo Christian School Board of Trustees seeks to take all reasonable steps to develop high standards of behaviour in order to fulfil the requirements of NAG 5 and the character expectation of being part of a Christian community. The Board places a high priority on providing the school with internet facilities and ICT devices/equipment which will benefit student learning outcomes, and the effective operation of the school. However, the Board recognises the presence of these technologies can also facilitate anti-social, inappropriate, and even illegal materials and activities. The Board has responsibility to maximise the benefits of these technologies while at the same time to minimise and manage the risks.

**Policy:**

Lake Taupo Christian School will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the internet and ICT to student learning and to the effective operation of the school, while maintaining and managing the risks.

These cybersafety practices will maintain a cybersafe school environment and address the needs of students and other members of the school community to receive education about safe and responsible use of present and developing information and communication technologies.

1. The Board will delegate to the principal the responsibility to develop and implement the appropriate management procedures, practices, electronic systems, and educational programmes. These will be based on the latest version of the *NetSafe* programme for schools, endorsed by the New Zealand Ministry of Education. The *NetSafe Kit For Schools*, including its templates for policies and use agreements, will play a central role in this process.
2. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.

3. LTCS use agreements will cover all board employees, all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other visitors to the school.
4. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
5. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at LTCS is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
7. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
8. The school has the right to audit at anytime 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.
9. 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.
10. 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 an appropriate source, such NetSafe, the New Zealand School Trustees Association and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.
11. The use of personal devices/equipment on the school network is discouraged. The student use of mobile phones during school hours is at the discretion of the principal and authorised staff. In general,

students are not to have mobile phones during school hours (not only for safety concerns but also the distraction that they can cause).