



## **POLICY 5.7 Cyber Safety**

Approved at Board Meeting	<b>23<sup>rd</sup> February 2017</b>
Next Review Due	<b>2020</b>

### **RATIONALE:**

To ensure a safe electronic learning environment at Aquinas College maximising the educational benefits of communication technologies while minimising the risks to users.

### **GUIDELINES:**

1. Professional conduct of all staff is exemplary with colleagues, students and parents at all times. The special character and the College Touchstones reinforce this expectation.
2. The school's cyber safety practices are to be based on information contained in the NetSafe® website - <https://www.netsafe.org.nz/> which is endorsed by the New Zealand Ministry of Education.
3. The Board supports the right of the College to check communication technology-related work or data of staff, or students, at any time.
4. Use of the Internet and other communication technologies at Aquinas College is to be in accordance with the signed Cyber Safety User Agreements.
5. 'Other communication technologies' include mobile phones and technologies associated with Internet use, included but not limited to digital cameras, web cam and social networking sites. Included, too, are similar technologies still being developed.
6. The communication technologies at Aquinas College are available to staff and students under certain conditions, as outlined in their signed Staff and Student Cyber Safety User Agreements.
7. Assistive technologies for students with special education needs and/or Ministry of Education technology will be guided by staff user access recognising the nature of the Specialist Teacher or designated Teacher Aide role and to fully access technology and resources for curriculum support.
8. Current cyber safety educational material is to be made available to the College community.
9. Disciplinary responses to breaches of cyber safety and/or complaints will follow the Complaints Policy and viewed in line with the Code of Conduct policy, the relevant Collective Agreements, and the Colleges' disciplinary procedures for students.

### **PROCEDURES:**

1. All staff must sign a current Staff Cyber Safety User Agreement.
2. All students must read and sign a current Student Cyber Safety User Agreement each year. The agreement must also be signed by a parent/caregiver.
3. Cyber safety educational material will be provided by management to staff and students, and to parents/caregivers. Basic training for staff will be the responsibility of the professional development and ICT Groups, annually reviewed.
4. The College will provide an effective electronic security system.
5. The College will continue to refine methods to improve cyber safety.