



Te Kauwhata Primary School

Digital Citizenship Policy

NAG 5

Digital Citizenship Model

Te Kauwhata Primary School supports a Digital Citizenship Model for the promotion of safe and responsible use of technology. * [see footnote 1]

The board recognises that:

- A. - by fostering a culture of successful digital citizenship our students, staff and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of Information and Communication Technologies (ICTs). This allows us to harness the potential that technology brings to the teaching and learning process, while minimising and learning to effectively respond to the challenges we may experience while using them in a learning context.
- B. - preparing our students to make effective use of ICTs is an important part of their preparation for participation and contribution in society today and into the future.
- C. - we must prepare our students to actively participate in the world in which they live. It is clear that a key skill in this new world will be their ability to participate as effective digital citizens. An important part of these skills is being given the chance to experience the opportunities, and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought as students and teachers learn.
- D. - its obligations under the National Administration Guidelines extend to use of the Internet and related technologies
- E. - the school's use of the Internet related technologies is governed by other relevant MOE guidelines and all relevant New Zealand legislation. *[see footnote 2]

Policy

Purpose:

To provide safe access to technology for students and staff:

- so they can be effective users of technology for educational purposes

- extend their knowledge and awareness of the Internet's capabilities in a safe and responsible manner
- so they become motivated, responsible and independent users of technology.

Te Kauwhata Primary School will develop and maintain procedures around the safe and responsible use of the Internet and related technologies (ICTs). These Internet safety procedures will recognise the value of the technology and encourage its use in a teaching and learning context while helping to minimise the challenges that may be experienced by students, teachers and the wider school community.

The procedures will ensure members of the school community understand the school's guidelines and commit to it by signing the appropriate Internet User agreement. *[see link Footnote 3]

The school will consult with parents and the wider school community, as to how it intends to use ICT and where possible explain how it benefits the teaching and learning process.

These procedures will aim to not only maintain a safer 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 Information and Communication Technologies.

Approved by the Board _____ (Date)

Chairperson: _____

Date for review: _____

*1. Based on the '[Netsafe Kit for Schools](#), September 2012. This includes document templates for a digital citizenship policy and procedures and background guidance for Boards of Trustees.

*2. Relevant N.Z. legislation includes: Crimes Act 1961; Education Act 1989; Films, Videos and Publications Classification Act 1993; Harassment Act 1997; Health and Safety in Employment Act 1992; Privacy Act 1993; Summary Offences Act 1981.

Pending legislation: Objectionable Publications and Indecency Bill; Harmful Digital Communications Bill.

* 3. [Student Internet User Agreement](#), [Staff Internet User Agreement](#)



Digital Citizenship Procedures

Guidelines for Te Kauwhata Primary School's Digital Citizenship Practices

- The school's digital citizenship 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.
- The Te Kauwhata Primary School network shall be overseen by the Principal, and the teacher with delegated responsibility for ICT.

Regulatory Aspects of Digital Citizenship

A. Appropriate Material

1. Use of the Internet and the ICT devices / equipment by staff, students and other approved users at Te Kauwhata Primary School is to be limited to educational and personal usage appropriate in the school environment.
2. Material which is inappropriate, illegal or objectionable is not to be knowingly retrieved or stored on any private or school owned ICT device used at school. Typical examples of this kind of material would include: material with adult / sexual references; R rated material; pornography; and material that is discriminatory or offensive.
3. Students use of the Internet will be supervised by school staff and governed by a use agreement.
4. The school will take all reasonable steps to filter or screen material accessed using the school's network or Internet facilities. The principal will regularly report to the Board of Trustees on the status of the schools security system including:
 - a. updated antivirus software
 - b. updated firewall software or hardware
 - c. updated anti-spyware software
 - d. regularly patched operating systems
 - e. secure storage of ICT equipment / devices
5. Should accidental access to inappropriate, restricted or objectionable material occur within the school environment the material must be:
 - a. immediately removed
 - b. reported to ICT leader and/or principal
 - c. logged in the incident file

- d. if of a serious nature - reported to the principal; may be reported to appropriate authorities for investigation

B. Privacy

1. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993.
2. Access to the school's computer network, computers and Internet access facilities requires password protection, giving consideration to the password configuration being 'strong'.
3. The principles of confidentiality and privacy extend to information about people that may be inadvertently accessed.
4. The school reserves the right to monitor, access and review the use of electronic devices to assure compliance with school policies, guidelines and procedures at the schools discretion.
5. The school will operate a withdrawal of consent system whereby parents / caregivers and students can request that images, names and items of work, are not posted in printed or electronic media. The forms will be included in enrolment packs. The withdrawal of consent database will be updated each term.

C. Safety Considerations

1. Safe use of the Internet involves a two way responsibility:
 - a. The user is not being harmed through their exposure to material or by personal communications via the Internet.
 - b. The user is not harming others through their use of the Internet.
2. Personal Safety considerations - the school must take reasonable steps to minimise the risks of potential emotional or physical harm occurring as a consequence of images or information being posted on eg. the school website or facebook page.

D. Breaches of Cyber Safety

The safety of children and staff is of paramount concern. Any apparent breach of cyber safety will be taken seriously. For students the consequences outlined in the use agreement will take effect. Staff conduct in relation to cyber safety is covered under the Staff Cyber Safety / Internet use agreement. Serious breaches involving staff will be responded to under normal discipline procedures (refer Collective Agreements). Advice may be sought from appropriate support agencies or experts.

E. Use Agreements

1. No individual may use the school Internet facilities and school-owned / leased ICT device / 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 equipment / devices 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.

2. Te Kauwhata Primary 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 special visitors to the school. The use agreements which ICT devices it covers.

Teaching, Management and Administration for Digital Citizenship

1. The skills and values associated with 'Digital Citizenship' will be incorporated into our teaching as part of our annual curriculum overview. During the first 6 weeks of term 1 each year an in-depth unit of Digital Citizenship and Internet Safety will be taught to all students. This teaching will be reinforced throughout the year as part of safe practice.
2. The BOT and school community will be kept informed about relevant developments in ICT and issues pertaining to digital citizenship.
3. The school Community Police Officer will be engaged to support the school in an educational and advisory capacity.
4. Key administrative documents which need to be distributed, retrieved, stored and reviewed regularly:
 - o Parent / Caregiver Media consent form
 - o A database of students whose parents / caregivers have not given consent for images, names or items of work to be published
 - o Responsible Use Agreement for Staff [modelled on Netsafe document]
 - o Responsible Use Agreement for Students [modelled on Netsafe document]
 - o Incident log book
5. Protocols for specific areas / media of ICT use will be documented and reviewed regularly including:
 - a. School website
 - b. Blog pages
 - c. Social Media: Note: the school currently has two social media accounts - Facebook and Twitter
 - d. Use and administration of the Internet at school
 - e. Student use of mobile phones

Protocols to cover:

- a. Purpose and educational benefits - for students, for teachers, for community (when relevant)
- b. Roles and responsibilities
- c. Supervision and monitoring
- d. Technological safeguards eg. controls and settings
- e. Protocols relevant to specific media - how they are to be communicated - how breaches of protocols are managed.



Te Kauwhata Primary School Social Media Protocols

Purpose

1. To provide a medium for sharing images and information about school events, for celebrating student's successes, to assist in developing a sense of community and promoting the school.
2. To provide a medium for broadcasting school notices especially at short notice, eg. cancellations. Notices do not include private community notices / advertisements - these feature in the fortnightly school newsletter.
3. To broaden exposure of the school website and fortnightly newsletter via links from the Facebook page and / or Twitter account.

Roles and Responsibilities for Social Media

1. Administrators - the teacher who is currently has unit holder / management responsibility for the school website and Facebook page has primary responsibility for the school's use of social media. He / she will have the final say in determining the appropriateness of material posted. Other staff members or members of the BOT may be given administrator responsibilities. A second administrator who is onsite daily will provide 'backup' for the first administrator.
2. Administrators will have responsibility for monitoring and moderating social media, eg. the Facebook page, on a regular basis and ensuring the postings by the school adhere to an acceptable and positive tone; that information posted is complete and accurate; and doesn't breach confidentiality to privacy.
3. Inappropriate postings from other Facebook subscribers, comments or media uploads will be deleted as soon as possible.
4. The school will not publish photos unless prior approval has been given by Parent / Caregiver via withdrawal of consent processes.
5. Care and thought will be given to the type of photos posted in respect to individuals dignity and to maintain a positive image of the school.

Safeguards

1. Students full names will not be posted (settings may need to be used to achieve this)

2. The personal safety of students will be given priority consideration in regard to the information posted eg. specific identity information about school camps or other offsite activities.
3. The following disclaimer will be included on the 'about' section of the Facebook page:

Communication of Protocols:

1. Digital Citizenship policy and procedures made available on the school website.
2. Guidelines for parents attending a school event or camp to include school expectations in regard to posting photographs on social media.

Review

1. The administrators and principal will regularly review the operation of the school's Facebook page and Twitter account and report to the Board at least x2 per year.
2. Social Media can include eg. Facebook, Blogs, Wikis, Twitter, Instagram etc. This protocol will apply to all forms of social media adopted for use by the school in the future, and will be reviewed as required to cover specific media.