Version dated: 27/03/2017

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A Rationale

This policy is designed to meet De La Salle College's statutory obligations to maintain a safe learning environment and to consult with the community. As well, the Board is aware of its responsibilities to be a good employer. The overall goal is to maximize the educational benefits of communication technologies while minimizing the risks.

Use of the Internet and other communication technologies at De La Salle College is to be limited to educational and personal usage appropriate to the De La Salle College environment. Appropriate use also includes staff professional development.

Other communication technologies' include the mobile phone and technologies associated with Internet use e.g. digital camera, web cam, smart phones and tablets. Included, too, are similar technologies still being developed.

The communication technologies at De La Salle College are available to staff and students under certain conditions, as outlined in their signed Use Agreements. De La Salle College will make basic training available for staff using these technologies. Associated professional development needs will be considered.

Appropriate cybersafety measures will be put in place and enforced by De La Salle College. In order to ensure the safety of the De La Salle College learning environment, action should be taken if these safety regulations are breached by students or staff.

This Cybersafety Policy applies to all employees of the Board (i.e. teaching, support and ancillary staff) and to all students. It also applies to teacher and other professional trainees assigned to De La Salle College from time to time, relief teachers, and volunteers in the Homework Centre programme.

The Principal will report regularly to the Board on De La Salle College's implementation of this Board policy.

B Guidelines

In all cases the user has the primary responsibility for their own safety in using communication technologies at De La Salle College. De La Salle College will support cybersafety by implementing the following guidelines:

1. All students and employees must read and sign a Computing / Cybersafety Use Agreement outlining the regulations and conditions under which College computers and communication technologies may be used while at school (or at home) which in any way which affects the safety of the De La Salle College learning environment. The agreement must also be signed by a parent/caregiver in the case of students

2. Students will be supervised while using school facilities; the degree and type of that supervision may vary, dependent on the type of technology concerned, where the equipment is physically situated and whether or not the activity is occurring in the classroom.

3. All staff must sign a Cybersafety Use Agreement which includes details of their professional responsibilities and the limits to their own use of the Internet.

4. Educational material on cybersafety will be provided by management to staff and students, and to parents/caregivers. As well, additional safety education will be delivered, where relevant, through teaching programmes.

5. Basic training for staff will be made available by management, as will appropriate professional development.

6. The necessary procedures will be put into place by De La Salle College to address cybersafety issues in all venues where the Internet and other communication technologies are accessed by staff or students.

7. De La Salle College will provide an effective electronic security system, which is financially practicable. De La Salle College will continue to refine methods to improve cybersafety.

8. The Principal will be responsible for the establishment and maintenance of a cybersafety programme at De La Salle College. (The Principal may well delegate that responsibility to a member of the Senior Management Team or Director of ICT).

9. The Board supports the right of De La Salle College to check communication technology-related work or data of staff or students at any time, and to carry out a comprehensive investigation of any breaches of De La Salle College's Cybersafety policies. Such breaches will be taken seriously and be dealt with through De La Salle College's disciplinary and support systems. In such incidents, there will be special attention paid to the need for specific procedures as regards the gathering of evidence. If illegal material or activities are suspected, the matter will be reported to the Police or the Department of Internal Affairs Censorship Compliance.

10. De La Salle College will consult with the wider school community and provide opportunities to learn about cybersafety issues e.g. through Parent Information Evenings.

Possible links to other Board Policies include Harassment/Bullying Policy, Sexual Harassment Policy, Non-Violence Policy, ICT Policy, Assessment Policy, Staff Professional Development Policy etc.

Adopted by the Board 12/12/2000
Reviewed   21/08/2005
Reviewed   08/08/2008
Reviewed   28/09/2009
Reviewed   01/10/2012
Reviewed   25/08/2015

Signed: _____   Date _____

Appendix 1: Responsible ICT Use Agreement for Staff

De La Salle College
Responsible ICT Use Agreement for Staff

Introduction
Our School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in a teaching and learning context. A vital part of fostering this culture is the support that is provided to students in their learning by the "Guides" around them. One of the most important parts of this guidance is the modelling of good digital citizenship skills that young people observe in their day to day interactions.

De La Salle College defines a successful digital citizen as an individual who;
- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship
- does not use ICT as a vehicle to bully, abuse, harass, and intimidate other users.

In line with this belief, all staff, students and volunteers must commit to using the internet and associated technologies in a safe and responsible manner by accepting a Responsible Use Agreement.

Access to the ICT services provided by the school may be withdrawn if a responsible use agreement is not signed.

Guidelines for Responsible Use
The school provides access to the internet and associated technologies because it believes in the benefits that they bring to the teaching and learning process. It is expected that they will be used to benefit staff and students, but it is also understood that they may be used to engage in personal activities. All activity must be appropriate to the school environment. This applies to school owned ICT devices used inside or outside of the school, and personally owned ICT devices used inside the school and during school activities.

A user account is provided exclusively for a particular individual's use. Individuals are responsible for all the activity that is associated with their account. Individuals do not share their account details with anyone. To help maintain the security of their account they must use a strong password. If individuals suspect that their account details are known by someone else, they must let the school ICT Administrator know immediately.

In all use of ICT devices it is important to relate to others positively, to avoid engaging in harassing or harmful communications, to respect other peoples' freedom of speech and uphold their right to privacy.

The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff, or students and their families, stored on the school network.

Teachers will bear in mind that professional and ethical obligations are as applicable to activity online as they are to their daily interactions with students and the community in and out of school. The Teachers Council Code of Ethics provides a useful framework for decision making around what is and is not responsible, ethical conduct.

It is every individual's responsibility to ensure that when using ICT their actions are within the law. This includes research, communications, use of social media, file sharing and any other activity carried out in the context of teaching and learning.

Everyone at De La Salle College must comply with New Zealand copyright law as laid out in the Copyright Act 1994. Some parts of the law such as the Infringing File Sharing Amendment 2011 make the school accountable for copyright infringements recorded as taking place using the school internet connection. The school may pass on any costs associated with copyright infringement to those responsible.

All ICT equipment will be used with care. If an individual needs to install hardware or software and is unsure of how to do so, or are concerned about the effects that this may have, then they must check with the school ICT Administrator before doing so. If equipment has been damaged, lost or stolen, this must be reported immediately to the ICT Administrator and College Business Manager.

Our College believes in the importance of developing confident and capable users of ICT. If a student is unsure of anything regarding the use of ICT in teaching and learning, he should discuss this with a member of the School's Leadership Team.

The College has a policy and procedures around digital citizenship and internet safety. Staff and students will familiarise themselves with them. It will give staff and students an idea about our school's values relating to digital citizenship, and also provides support in terms of dealing with any challenges they may experience when using ICT. If staff or students are unsure or uncomfortable with any part of these documents they should discuss it with a member of the School's Leadership Team.

Should a situation arise that a staff member or student believes may constitute a breach of this agreement, either accidental or deliberate, they must notify a member of the School's Leadership Team as soon as possible. They are expected to make a detailed note of the incident including time, date, the names of those involved, any devices involved and a summary of the situation.

Responsibilities of the School
In the interest of maintaining a safe environment, the school reserves the right to conduct an audit of its computer network, internet access facilities, computers and other school ICT equipment and interview / investigate those concerned (students /staff)[1]. This may include any stored content, and all aspects of its use, including email. An audit may include any

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[1] Please note that conducting an audit does not give any representative of the School the right to enter the home of school personnel, nor the right to seize or search any ICT equipment/devices belonging to that person

device provided by or subsidised by/through the school or provided /subsidised by the Ministry of Education. For this purpose, any electronic data or files created or modified on behalf of the school on any ICT device, regardless of who owns it, is the property of the school.

The school may monitor traffic and material sent and received using the school's ICT infrastructures.

The College believes that ICT is an integral part of teaching and learning, but is aware that when using it, individuals may experience challenges from time to time. To this end the school may deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data. Filtering should enhance the teaching and learning process rather than restrict it. In situations where this is not the case, staff will inform the school rather than attempting to circumvent filtering or monitoring systems.

Your Responsibility as a Digital Citizenship Guide
The guidance that young people receive in their development of digital citizenship skills is of the utmost importance. The success of their learning is greatly enhanced by the increased capability of the guides around them. As a critical component in this process for learners it is important that you understand what makes a successful guide.

- As a guide staff should be knowledgeable about the technology that young people are using to enable you to discuss the way in which it is used, and the challenges experienced.
- Staff should be aware of opportunities presented by technology in terms of its use in education, but also its use in other aspect of society including its social application.
- Staff should be aware of challenges that exist around the technology. This means understanding the challenges, as they exist in the lives of young digital citizens and its impact.
- Staff should act as a consistent and positive role model for responsible activity online
- Staff should be confident in your ability to make value judgements about challenge and opportunity for learners.
- You should not post any material, photos or videos that are harmful or damaging to the reputation of De La Salle College or any of its students, staff or families.

As a guide, staff should discuss their own experiences as a digital citizen and share their strategies for managing challenge with students. However, it is vital that staff recognise the importance of consistent, positive role modelling in all of your use of technology in a teaching and learning context.

As part of our commitment to our digital citizenship philosophy, the school will provide staff with support in their role as a digital citizenship guide. If staff require support at any time, please discuss it with a member of the School's Leadership Team.

Breaches of this Agreement
A breach of this agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, activities such as abuse or harassment or misuse of the school ICT in

a manner that could be harmful to the safety of staff or students, or call into question the user's suitability to be in a school environment.

If there is a suspected breach of this agreement involving privately-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school using the College Disciplinary procedures. The school may request permission to audit that equipment/device(s) as part of its investigation and interview students, teachers and other concerned.

In addition to any inquiry undertaken by the school itself, it may be necessary to notify an applicable law enforcement agency at the commencement, during or after our investigation.

Declaration

I have read and am aware of the obligations and responsibilities outlined in this Responsible Use Agreement document, a copy of which I have been advised to retain for reference. These responsibilities and guidelines relate to the safety of myself, students, the school community and the school environment.

I also understand that breaches of this Use Agreement may be investigated and could result in disciplinary action or referral to a law enforcement agency.

Name:

Signature:

Date:

Version dated: 27/03/2017

Appendix 2: Responsible ICT Use Agreement for Students

De La Salle College
Responsible ICT Use Policy for Students

Introduction

De La Salle College believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;
- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become a better digital citizens.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.
When using Information & Communications Technologies (ICT) at De La Salle College I will always be a good digital citizen. This means that;

I will be a confident and capable user of ICT.
I know what I do and do not understand about the technologies that I use. I will get help where I need it.

I will use ICT for learning as well as other activities.
I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

I will think carefully about whether the information I see online is true.
I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.
I will be able to speak the language of digital technologies.
When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to

understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

I understand that I may experience problems when I use technology and that I will learn to deal with them.
I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

I will always use ICT to communicate with others in positive, meaningful ways.
I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

I will be honest and fair in all of my actions using ICT.
I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

I will always respect people's privacy and freedom of speech online.
I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

I will help others to become better digital citizens.
Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

I will not post any material photos or video's that are harmful or damaging to the reputation of De La Salle College or any of its students, staff or families.

Student Declaration
I understand that these guidelines for responsible use are to be followed when using any technology while at school or while on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

I may also be subject to the College Disciplinary policy procedures for breaching these rules.

Signed:

Student Name:

Homeroom: Date:

Version dated: 27/03/2017

Appendix 3: Parent Declaration

Parent Declaration

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that our school has a policy and associated procedures* which outlines the schools digital citizenship approach and how this supports teaching and learning. *These documents are available on the School's Website and the School Office.

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Signed:

Parent Name:

Student Name:

Homeroom: Date: