



## Use of Internet Procedure for Staff and Pupils 504b

Use of the Internet and other communication technologies at Papakaio School by staff or students is to be limited to educational and personal usage appropriate in the school environment. Appropriate use also includes staff professional development. While the school internet access is provided through the N4L Filter it is understood that this will never be 100% effective.

### **A Staff use**

1. All staff must read and sign a staff Cybersafety Use Agreement and return the Agreement portion of the document to the Cybersafety Officer. The Procedure pages should be retained for later reference.
2. All staff wishing to access the Internet on school equipment will be provided with an individual login user name and password. This needs to be kept confidential and not shared with anyone else; any illegal and/or inappropriate use of the Papakaio School computer facilities can be traced to the perpetrator by means of this login information.
3. Staff will be provided with individual Internet e-mail accounts for school use.
4. Staff need to be aware of confidentiality and privacy issues when accessing student or staff information via the school network.
5. If the Internet and other communication technologies (e.g. mobile phones) are used to facilitate misconduct such as harassment or involvement with inappropriate or illegal material, the matter will be taken very seriously by the school and could result in disciplinary action. Illegal material or activities will also necessitate the involvement of law enforcement.

### **B Staff responsibilities when using the Internet with students**

1. Before ANY year 4, 5, 6, 7 and 8 student can make use of the Internet: A Papakaio School Internet use agreement must be filled in and signed by both student and caregivers.
2. Staff who are not confident of their Internet skills could request help from the Principal or D.P.
3. The staff member must be satisfied the students are using the Internet are being suitably supervised.
4. Teachers must facilitate ICT use in a way they are confident that students are safe, using the ICT appropriately and are developing digital citizenship.

5. Inappropriate use of the Internet or any other communication technologies by a student, or staff member, must be reported immediately to the Cybersafety Officer. If the CO is absent, then the Principal is notified. If sites are considered illegal the Censorship Office, [www.censorship.org.nz](http://www.censorship.org.nz), is contacted.
6. Staff may contact the NZEI field staff if there are concerns regarding internet access in the school.
7. Staff are responsible any the miss-use of their computers by family members or outsiders.

### **C School Website**

The procedure for online publication of student images and work is followed for all website publication.

### **D Monitoring**

Staff and students need to be aware that with the current systems set up to access the Internet, a record is available of which sites are visited, how often and from which device.

### **E Cybersafety Use Agreement for staff**

Please fill in and sign the attached sheet regarding Student Safety, Professional Development, and your agreement to the school' s Procedure.

The sheet should be returned to the School' s Cybersafety Officer (CO).

(The present CO is the DP)

**Reviewed September 2016**

## Papakaio School Cybersafety Use Agreement for Staff

### Student Safety (tick one)

I have the appropriate knowledge to safely supervise ICT device use.

I need training in basic Cybersafety issues before I supervise student Internet use.

### Staff Professional Development (tick one)

No professional development on Internet use is required at present.

I would like additional training in Internet use.

I understand and agree to follow the attached Cybersafety Use Procedure as it applies to use of Internet and other communication technologies by staff, and by students under the direction of staff.

**Name:**

**Date:**

**Signature:**