Guidelines and Procedures

Information and communications technology is a learning resource and as such has a part to play in children's education. The school provides quality resources sufficient to enable ready access for children and staff.

At West Park School we:
- Budget for resources annually.
- Employ specialist staff to manage the network and provide technical support.
- Utilise the intranet to reduce hard copy documentation, communicate, share professionally and minimize duplication of effort.
- Use the resources in a considered fashion to meet identified learning needs.
- Allow children only supervised access to the internet.
- Expect all staff wishing to access the internet to sign an 'Internet User Agreement'.
- Provide individual school e-mail accounts to all staff members.
- Can through the Principal request sites be opened through N4L.
- Continually refine methods of improving safety on the internet.
- Utilise a filtering service (N4L).

INTERNET USE AT SCHOOL

The following guidelines pertain specifically to **"safe and appropriate internet use".**

The use of the Internet at West Park School is a privilege not a right.

The Internet and all computer equipment supplied by or through the school is made available to staff and students under the following conditions: (These conditions apply to use at school and at home).

Staff:
- All staff, whether part time, full time, teaching staff or non-teaching staff, are allowed access to the Internet in accordance with the following provisions.

- All Internet use shall be for the purpose of:
    - Providing information for students or for the teachers of students such that they may have a better understanding of subject matter.
    - Up-skilling of staff through research and procurement of information via the Internet.
    - Use of e-mail for contact with other teaching staff on school business or to request information to the benefit of the school.

- Use of the Internet for personal use is not permitted other than for exchange of e-mail.

- Observe high ethical standards in laptop use and not access or store any information, files or software that do not meet such high ethical standards. Inappropriate material includes, but is not limited to, offensive material, viruses, virus hoaxes, chain letters.

ADDITIONAL CONDITIONS SPECIFIC TO THE USE OF LAPTOPS
- Use the laptop in a responsible manner and do not permit it to be used by anyone who is not authorised to do so. This includes family members.
- Use the laptop for school related activities and keep the use for personal purpose down to a minimum.
- Avoid engaging in any unreasonable activity, including any that:
  - Affects the cybersafety of the school learning environment,
  - Affects the ability of other staff to meet their obligations to the school,
  - Is for personal profit,
  - Is for political reasons,
  - Brings the school into disrepute,
  - Causes harassment or offence to others,
  - Incurs unreasonable cost,
  - Breaches NZ laws – including involvement with illegal (objectionable) material,
  - Overloads shared systems by sending or receiving excessive amounts of material.

- Use the internet and email in an appropriate manner and avoid use that would be considered misconduct. This includes:
  - Accessing material of an offensive nature, such as pornographic images,
  - Accessing illegal (objectionable) material. Involvement in this will be reported to law enforcement,
  - Carrying out gambling or trading activity,
  - Possessing for intentional viewing, material of an offensive or defamatory nature,
  - 'Hacking' or carrying out malicious attacks on electronic systems, including deliberately introducing a virus,
  - Any activity that would constitute breaking school procedures and guidelines,
  - Using another teacher's email account to send messages, or using false Identification on any internet service,
  - Any activity that would be considered harassment, including sending offensive material and repeated unsolicited email.

- Respecting the copyright on software, music, images, text, etc. by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto your laptop.

Students:
- It is compulsory that a teacher / adult be in the room whenever a student uses the internet, however the use of the internet also works on a basis of trust.

- Students are able to use the Internet under the following conditions:
  - An application to use the Internet shall be sent home and returned signed by the relevant caregivers.
  - The policy statement and a code of conduct will form the basis of the documentation that the caregiver and the students agree to.

- The following code of conduct will be adhered to by all students who use the Internet within the school:

Guideline 1: General Statement
- The Internet is provided for the education of, and the improved delivery of curriculum material. Students are encouraged to make supervised use of the services to this end.
- School management and the Board of Trustees reserve the right to make random audits of the history files that record which websites that students have visited.
- Regular audits will be carried out by the teacher in charge of ICT of which sites have been visited by staff and students. Staff/students accessing inappropriate sites will be dealt with through the school discipline policy.

Guideline 2: E-mail *(IF APPLICABLE)*
- School e-mails are provided for students to make contact with other students in the interest of education.
- All mail is expected to make use of customary greetings and salutations.
- e-mail boxes can be checked on a random basis or if deemed necessary.
- Information sent via e-mail shall be constructive, informative or inquiring in the interest of both the sender and receiver.
- Spelling and grammar will be checked and approved by staff before any messages are sent.

Guideline 3: Use of Service
- No profanity, obscenities, or any other language that could be construed as such is to be used in any e-mail messages.
- No private information is to be distributed to other parties at any time. This includes reporting of information sent by another party.
- The network is not to be used by any student for personal gain or illegal activity.
- Deliberate attempts to gain access to sites containing material of pornographic, racially or religiously offensive, illegal or offensive material will be dealt with as a serious breach of school rules.
- Deliberate attempt to spread viruses through the network will be dealt with by the management of the school.
- All copyright, privacy and international laws are to be abided by at all times.
- Students or staff must not misrepresent themselves as having authority beyond that which has been previously approved.

Guideline 4: Accounts *(IF APPLICABLE)*
- At no time are students to place orders for goods or services over the Internet using the school name, title or funds.
- E-mail accounts are set up for the intended user only. Use of other room's accounts to send and receive E-mail is unacceptable.

Guideline 5: Liability
- West Park School is not, and cannot be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.
- West Park School has taken all possible precautions to maintain safety of all users and these guidelines are written and enforced in the interest of all users' safety and effective use of the Internet.

The Internet at West Park School is not available for use by anyone other than staff or students (supervised).

PERSONAL COMMUNICATION DEVICES

Cell phones are both an important communication device and potential learning tool. The following guidelines apply to use of cell phones by students while at school.

- Cell phones must not be switched on during class time unless the use has been directed / approved by the Class Teacher.
- Students should not use cell phones to contact parents during school hours (9.00am – 3.00pm). All communication should be done through the school office.
- The School cannot take responsibility for content accessed through data enabled phones. If undesirable content is discovered, the student will be dealt with under the school behaviour guidelines.
- The School has a zero tolerance towards "Text Bullying," students involved in this will be dealt with under the school behaviour guidelines. Abusive or threatening texts may be reported to the Police.
- Audio / Video recorded at school and posted on the internet without the permission of the student / teacher will be subject to disciplinary action.

DIGITAL RECORDS OF LEARNING

The school uses a range of learning technologies to enhance student learning. These are at times used for this purpose. Online sites such as blogs may be used to publish material for educational purposes, to share the results of learning within the school community. This may include examples of students' schoolwork and images of students and groups of students in activities at the school.

Images of students may include scanned, digital, or video images of them taking part in school or class activities.

There are several key reasons the school publishes student material online:
- To educate the student in accordance with the national curriculum, including on the role and use of technology in society.
- To encourage the student to be part of and participate in the school community.
- To provide parents with reports and supporting evidence.

Due to concerns that frequently arise within school communities regarding privacy and identity related risks associated with sharing information about students on the Internet, the school has adopted the following guidelines.

Classroom Blog Guidelines if Blogs are being set up

GUIDELINE 1 - All West Park class blogs will be created with security so they are only accessible to people identified and approved by the classroom teacher.

GUIDELINE 2 - The school will publish student's first names, images and work only on its secure class blogs.

GUIDELINE 3 - The school will not publish a students' image or work without written authorisation from the student's legal guardians.

GUIDELINE 4 - The school will immediately remove all material relating to a student from its website if requested by a legal guardian of the student.

GUIDELINE 5 - The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties.

GUIDELINE 6 - The school will only incorporate links to other websites that reference legitimate educational or reference material. The classroom teacher will review any such links before they are published.

GUIDELINE 7 - The class teacher will moderate all comments before they appear on the blog.

GUIDELINE 8 – All class blogs will be created so that they are not included in Google's Blog Search.

GUIDELINE 9 - The school's designated privacy officer is available to answer any enquiries from parents or students about the operation of the school's policy regarding blogs.

PUBLIC BLOGS

From time to time it may be beneficial to create publicly accessible blogs for specifically identified purposes related to improving the education of students.

Public blogs may be established, but will be subject to tighter controls than the normal classroom blogs.

Public Blog Guidelines

GUIDELINE 10 – The Principal must approve the establishment of public blogs, based on reasonable educational purposes identified by the teachers, before they are created.

GUIDELINE 11 – The school acknowledges that it cannot control who accesses the public blogs or prevent the copying of images of the students and their work. Therefore, no images or other personal information about students (e.g. students' surnames, home addresses, and telephone numbers) will be available on the public blogs.

Reviewed: JUNE 2021