



Timaru Christian School Procedures

C9 CYBERSAFETY

As our children's access to the internet increases, both at school and home, it is our responsibility to ensure they know how to protect themselves and their identity in the online community, and use those technologies in a God-honouring way.

- At the start of each year, teachers will incorporate a lesson in Cybersafety with their construction of Class Rules. It will highlight the dangers of social media and internet use and include rules for how ICT is to be used in the classroom.
- The school maintains the right to monitor, access, and review ICT use, including email use; and to audit at any time material on the school's equipment. The school may also ask to audit privately owned ICT devices/equipment used on the school site or at any school-related activity.
- The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. Staff may also use school ICT for professional development and personal use which is both reasonable and appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.
- The use of any privately-owned/leased ICT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased ICT equipment/devices brought onto the school site, or to any school-related activity. This also includes the use of mobile phones.
- When using school ICT, or privately-owned ICT on the school site or at any school-related activity, users must not:
 - Initiate access to inappropriate or illegal material
 - Save or distribute such material by copying, storing, printing or showing to other people.
- Users must not use any electronic communication (e.g., email, text) in a way that could cause offence to others or harass or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.
- Staff are reminded to be aware of professional and ethical obligations when communicating via ICT with students outside school hours. This should only be done via email. Staff and students are not to be 'friends' on social media. This is a form of protection for both parties.
- Users must not attempt to download, install or connect any software or hardware onto school ICT equipment, or utilise such software/hardware, unless authorised by the Principal.

Date of last review: Term 3, 2016

Date of next review: Term 3, 2019

Signed _____



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- All material submitted for publication on the school website/intranet(s) should be appropriate to the school environment. Such material can be posted only by those given the authority to do so by senior management.
- Parents must give their consent for their child's face or work to be published on the internet. This is done on the enrolment form.
- The school will operate a blocking/filtering system which will deny access to inappropriate websites.
- BYOD – students are allowed to bring their own internet-capable devices to school eg smartphones, mobile phones, tablets, kindles, iPods, iPads. They must give them to the teacher for safe-keeping during the day. They may only access the device with the teacher's permission.
- If a child has used a school device at home to access inappropriate content, a meeting will be arranged with the parents and child to discuss the issue and seek ways to assist the child with any emotional, psychological or social challenges they are facing. The child will not be allowed to use the school's device outside of the school environment for a period of time as determined by the Principal. If further issues arise, the student will go through the discipline process eg stand down.
- If a teacher has used a school device at home or school to access inappropriate content, their device will remain at school outside of work hours and they will undergo a discipline process with the Principal and BOT, including a plan to assist them with any personal issues that have been highlighted in the process.
- Random checks can be carried out on students and teachers' devices at the Principal's discretion.

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