

Policy on Cybersafety Management

For the Board of Proprietors and Board of Trustees

This Policy should be read in conjunction with the Electronic Devices Policy, Anti Bullying Policy and the Netsafe Schools Review Tool Results (see Appendix A), Cybersafety Acceptable Use Agreement form

RATIONALE

Woodford House is committed to creating a safe online learning environment and the development of our students into capable digital citizens. The Boards recognise that their obligations extend to use of the internet and related technologies for learning whether at school or where learning occurs remotely.

AIM

The overall aim is to maximise the educational benefits of communication technologies and minimise the risks.

To outline measures, Woodford House takes to support students to engage with digital technology in a safe and responsible way.

This Policy covers students' use of digital devices and online services in school related settings specifically on school grounds, school related activities, and online learning. It also relates to outside of school activities where there is a clear and close connection between the school and student conduct.

GUIDELINES

1. This Management Policy applies to all employees of the Board (i.e. teaching, support and ancillary staff) and all students. It also applies to teacher and other professional trainees assigned to the school from time to time, and staff and students in the Community Education programme.
2. Use of the Internet and other communication technologies, including all devices, at Woodford House is at all times to be limited to educational and personal usage appropriate in the school environment. Appropriate use also includes staff professional development.
3. All communication technologies includes the mobile phone, iPad, laptops, tablets and technologies associated with Internet use e.g. digital camera and web cam, and any mobile devices. Included, too, are similar technologies still in development.
4. Where communication technologies are used within the school grounds, specific cyber safety procedures are required; these will be documented and publicised appropriately.

Cybersafety procedures are mandatory in all teaching and working spaces on the School campus and will be documented and publicised appropriately.

5. The School reserves the right to check, monitor access, review all use of communication technology-related work or data, including personal emails sent and received on the school network. The School may carry out a comprehensive investigation of any suspected breaches of the School's Policies. Breaches of the Woodford House Cybersafety Policies will be treated seriously. Significant breaches could put at risk a student's place at the School, or the employment of a staff member and may also involve reporting the incident to law enforcement. The maintenance of the physical and emotional safety of the learning environment is of paramount concern.
6. A member of the Senior Leadership Team (SLT) will be appointed by the Principal as the School's **Cybersafety Officer (CO)**. The CO will be responsible for leading the team of staff which includes the ICT Technician and any other relevant personnel. This team is charged with advising the Principal on the establishment and maintenance of the school's cybersafety programme. This cybersafety programme will include the three components of (a) an infrastructure of appropriate Policies, Procedures and Acceptable Use Agreements (b) an effective electronic security system and (c) a comprehensive cybersafety education programme for the School community.

The CO will be the main point of contact for all issues or incidents involving communication technologies in the school, and will report to the Principal.

7. On enrolment, all students must read and sign the Woodford House Computing/Cybersafety Acceptable Use Agreement. The Acceptable Use Agreement must also be signed by a parent/caregiver. No student will be allowed access to the school network until the Acceptable Use Agreement has been signed all parties. This Agreement outlines the regulations and conditions under which computers and communication technologies may be used at School or in any way, which affects the safety of the school learning environment. With documented parent/guardian permission, and after copies of the agreement have been forwarded, the Directors of Boarding may sign in proxy.

The Woodford House Cybersafety Acceptable Use Agreement forms the basis of cybersafety education within the school for parents and students.

8. At the commencement of their employment, all Board employees granted access to the network systems (teachers, support and ancillary staff, including the house staff, and such personnel as Teacher Trainees and Relief Teachers) must sign the Woodford House Cybersafety Acceptable Use Agreement. For staff working with students, this Agreement includes details of their responsibilities to actively supervise/monitor student Internet use and report any breaches of the Cybersafety Policies to the school Cybersafety Officer. This agreement also informs staff of the limits to their own use of the Internet, and of privacy issues associated with confidential information on the school network. These Agreements have been made on the basis of the Privacy Act 2020. Accompanying cybersafety rules and information will be accessible to staff for future reference.

9. All staff responsible for the teaching and/or supervision of students are responsible for faculty cybersafety procedures to cover their particular situation. All staff must sign the Cybersafety Acceptable Use Agreement and the Code of Conduct at the beginning of each year.
10. Professional development for **staff** in cybersafety issues and procedures will be addressed by the Cybersafety Team. Other specific areas which may need to be addressed include the management of the school's website, social media accounts and use of the Learning Management System (LMS), and School Management System (SMS).
11. Any **breaches of cybersafety** regulations (by staff or students) should be reported to the CO. This includes misconduct facilitated by the use of communication technologies e.g. harassment. Less serious matters should be documented and reported to the CO as soon as possible.

If the matter appears to be serious, that report should be made immediately. If the CO is not available, the report should be made to another member of the SLT or directly to the Principal. The matter will then be dealt with according to the School's usual disciplinary procedures (including the need to provide counselling and support), with a special focus on cybersafety issues. The procedure could include the vital preservation of the evidentiary trail, appropriate documentation and external consultation. If illegal material or activities are suspected, law enforcement must be informed as soon as possible. In such a case, the Board would also be informed and legal advice would be sought.

12. Classroom teachers should be aware of their responsibility to maintain cybersafety in their classroom. This will include reminding students of cybersafety rules regularly for work involving use of the Internet or other communication technology, actively supervising student use and monitoring account issues. Classroom teachers should help their students develop the skill to effectively use electronic devices to maximise learning and minimise distraction and any risk.
13. Parents/caregivers will be consulted as part of the School's cybersafety education programme, and offered the opportunity to learn more about cybersafety.
14. The School will endeavour to keep up to date on cybersafety issues as they impact on the safety of the school learning environment.
15. This policy will be included in new staff induction packs.

This policy will be reviewed bi-annually or as required.

Reviewed _____ Signed for the BOT

16 May 2023 Date

_____ Signed for the BOP

27 June 2023 Date

Next scheduled review: July 2025





Previous reviews
July/September 2017
August 2020
July / August 2021

The Cyber Safety Policy was merged into the Cyber Safety Management Policy in July 2021

Appendix A

Netsafe Schools Review Tool Results

Current Positions Defined

<p>Scoping</p> <p>Areas of focus have been identified and marked as a priority as the school looks to develop effective practice. Indicators marked as scoping should be considered high priority areas for your school.</p> 	<p>Establishing</p> <p>Approaches across the school are defined and documented. You have implemented the basics but could adjust or add activities to make your approach more proactive and strategic.</p> 	<p>Extending</p> <p>Planning is proactive. Policies and procedures are well-defined, documented and clearly communicated across the school community. Your approaches are planned with staff, students and community in mind and there are some opportunities for them to contribute.</p> 	<p>Optimising</p> <p>Planning including reviewing and improving activities is viewed as a strategic initiative. Policies and procedures are well-defined, documented, consistently implemented and reviewed for improvement. Online safety, digital citizenship and wellbeing practices are created with staff, students and community.</p> 
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Key Area	Indicator of Effective Practice	Woodford House Practice	Current Position
STUDENTS/ Ākonga	<i>Our students are active partners In planning, developing and reviewing digital citizenship, online safety and wellbeing.</i>	E Learning Vision Group Innovation Challenges 2020/21 Digital Citizenship workshops with Years 7-10	Establishing
	<i>Our students drive initiatives that promote positive use of digital technology.</i>	Student led Assembly presentations	Establishing
	<i>Our students understand where to get online safety support and advice.</i>	Cyber safety agreement School and Boarding Handbooks Targeted classroom teaching and learning	Extending
PARTNERSHIPS/ Mahi ngātahi	<i>We partner with parents, whanau, iwi and community so students can use digital technology</i>	Family Zone/Linewise/GCT E Learning and Digital Technologies leaders Hosting in conjunction with Digital Circus "Inspire Conference" in 2020 and 2021 School and Boarding handbooks	Extending
	<i>We partner with external agencies to support students' wellbeing</i>	Family Zone/Linewise/GCT/Net Safe BRIM	Extending
STEWARDSHIP/ Kaitiakitanga	<i>Our Board(s) actively considers statutory requirements in relation to our use of digital technology</i>	NAG 5 Policies; Policy on Electronic Devices Policy on Cybersafety Management	Extending
	<i>Our Board(s) ensures digital technology is used In ways that consistently reflect our vision and values.</i>	Annual e-learning spending allocated in a fair and equitable manner	Extending
	<i>Our Board(s) ensures equitable access to digital technology and learning opportunities for our students</i>	Provision of Chromebooks Investment in hardware, apps	Extending

Key Area	Indicator of Effective Practice	Woodford House Practice	Current Position
LEADERSHIP/ Hautūtanga	<i>We have expectations and plans for the use of digital technology to maintain a supportive and effective learning environment</i>	Creation of E Learning Vision Group Unit holders with responsibility for E learning and Digital Technologies Collaboration with Digital Circus Staff Professional Development	Extending
	<i>We recognise and respond to staff's digital technology needs.</i>	Generous Board and School support of professional development opportunities responsive to staff and student need	Extending
	<i>Our digital citizenship and Incident response policies and procedures follow effective guidance. We maintain appropriate Infrastructure and systems to promote positive and safe use of digital.</i>	Key staff including GCT personnel involved in creation and review of policies and procedures	Extending
CURRICULUM/ Marau	<i>We develop digital citizenship and online safety skills, knowledge and values across the curriculum.</i>	Digital citizenship aims and objectives included in all faculty planning	Extending
	<i>Our students learn about online safety and digital citizenship through collaborative and inclusive approaches</i>	Specific classroom teaching and learning around digital citizenship	Extending
PROFESSIONAL CONFIDENCE/ Te tū māia	<i>We engage in professional learning to model digital citizenship confidently.</i>	PLG focus on e-learning Staff attending PLD	Extending
	<i>We know how to integrate digital citizenship and online safety into effective learning programmes.</i>		Extending
	<i>We know how to identify and take steps to minimise potential online risks to our students and respond appropriately to incidents.</i>	Firewall Linewize appliance Staff PD	Extending
INQUIRY AND REVIEW/ Te aromātai	<i>We review plans for online safety and developing digital citizenship by drawing on a range of sources.</i>	Policy review process	Extending
	<i>We review incident response procedures regularly, including after an incident has occurred.</i>	GCT personnel and where necessary Cybersafety Officer review red flagged sites	Extending
	<i>We engage with community to understand how students experience digital technology.</i>	Community Health Survey includes questions on cybersafety concerns. Woodford House cybersafety hub hosted through Linewize Information in Week Ahead and other community publications	Extending