



Greenhithe School Cybersafety Policy

Rationale

Use of the internet and other communication technologies at Greenhithe School by staff or students is to be limited to educational and personal usage appropriate in the school environment. Staff need to be aware that any incident involving material that is deemed 'objectionable' under the Films, Videos and Publications Classification Act 1993, could constitute criminal misconduct necessitating the involvement of law enforcement. As well, involvement with any material that, whilst not illegal under the Act, is nonetheless detrimental to the safety of the school environment, may constitute professional misconduct serious enough to require disciplinary response by the school.

Guidelines

A Staff use

1. All staff must read and sign a Cybersafety Policy and Use Agreement for staff and the related procedural statement and return the Agreement portion of the document to the ICT manager. The policy pages should be retained for later reference.
2. Staff need to be aware of confidentiality and privacy issues when accessing student or staff information via the school network.
3. If a staff member ever wishes his/her own child to make use of the school Internet equipment, the same prohibition of misuse applies as for student use.
4. If the internet and other communication technologies, (e.g. school or personal devices), 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 student can make use of the internet, a Greenhithe School Cybersafety Use Agreement, (obtainable at enrolment or from the ICT manager), must be completed and signed by both the student and parents.
2. The staff member will regularly review internet use to ensure appropriate use.
3. Students should be regularly reminded of the contents of the Use Agreement they have signed and that there can be serious penalties, (including possible involvement of law enforcement), for significant breaches of this agreement.
4. Inappropriate use of the internet or any other communication technologies by a student must be reported immediately to a member of the senior management team and the ICT manager.

C Monitoring

The school has a policy of monitoring internet use. If deemed necessary, auditing of the school computer system could include all aspects of its use, e.g. personal network storage folders and e-mail accounts.

This policy is approved by the Greenhithe School Board of Trustees

Signed:

Date:

Review:

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Board of Trustees Chairman