Section A (NAG 1)   CURRICULUM MANAGEMENT

Policy: Responsible Use of Digital Technology and the Internet

Date of Review: November 2022

Reviewers: Ants Cotton, Jane Coup, Curriculum Sub-Committee

GOAL

To provide a clear framework for the appropriate use of digital technology and the internet by staff and students at school and / or in contexts which can be associated with Waitakere College.

Note: The school takes responsibility for e-learning by:

● Using digital technologies in and beyond the school to enhance learning.

● To creating a safe online learning environment, and to the development of our students into capable digital citizens.

● To foster a culture of successful digital citizenship in our students, staff and our wider community.

● Maintaining a BYOD (Bring your own device) environment supported by infrastructure and school devices where necessary to ensure equitable access.

● Helping students to become discerning ~~sensible~~ and responsible digital citizens.

● Helping students develop the skills to effectively use digital technologies.

● Providing relevant professional learning opportunities for staff.

● Develops and maintain procedures around the safe and responsible use of the digital technologies, school's network and systems, and the internet. These online safety procedures will recognise the value of the technology and encourage its use in teaching and learning contexts whilst minimising and managing the challenges that may be experienced by students, teachers and the wider school community.

OBJECTIVES

1. To establish the personal responsibility of staff and students in using digital technology including the internet.

2. To establish the personal responsibility of staff when using digital devices supplied through the school.

3. To support the wellbeing of students by following the guidelines of the Harmful Digital Communications Act (HDCA) 2015.

GUIDELINES

The school will consult with parents and the wider school community, as to how it intends to use digital technologies and online environments, and how it benefits the teaching and learning process.

These procedures will aim to not only maintain a safer school learning environment, but also to address the need for students and other members of the school community to participate in education and to receive support around the safe and responsible use of digital technologies and online environments.

- the purpose of the online platform or digital tool for learning
- the rights and responsibilities of all users
- any potential issues or risks to be considered, minimised, or managed
- clear communication with the wider school community
- transparency and safeguarding of account details and login / passwords etc.

Student Use

All students and their parents sign an e-agreement on enrolment covering the use at school of computers, chromebooks, laptops, i-pads, tablets, mobile phones, i-pods and other electronic devices, whether owned by the school, the student or anyone else.

The student takes responsibility by:

● Using computers and other electronic devices in class only for learning with teacher permission.
● Being safe and sensible in your use of computers and other digital devices.
● Looking after computer equipment and other digital devices.
● Not accessing or sending material that is offensive, dangerous, inappropriate or illegal or using devices for any form of bullying or harassment.
● Being careful with personal information.
● Respecting copyright rules.
● Accepting and following the rules in the College diary for the use of computers, mobile phones, other electronic devices and the internet.

Digital Citizenship for Students and Staff: E-mail, Social Media and the Internet

1. Students and staff must be given appropriate guidance about how to behave safely and responsibly in their use of email and social media.

2. All staff are expected to maintain an appropriate professional distance in their relationships with students, in person and through social media, avoiding excessive familiarity or inappropriate involvement in students' social activities.

3. Students and staff must be made aware that their digital communications may be identified as coming from Waitakere College and even in private messages the tone and language should be appropriate.

4. No profanity, obscenity, threats or any other language which could be seen as hurtful, offensive is to be used in any digital communications.

5. The internet is not to be used for commercial gain, gambling or illegal activity: nor for any activity that would constitute breaking any school policy.

6. No staff or students will deliberately attempt to access or down-load from sites containing material of a pornographic, racially, religiously or otherwise offensive, defamatory or illegal nature or intentionally possess such material.

7. No staff or students will use the internet for any activity that would be considered harassment, including sending or uploading offensive material and repeated unsolicited mail.

8. There is to be no 'hacking' or use or distribution of computer or network viruses that would adversely affect another machine or system.

9. No staff or students will use another teacher's or student's email account to send messages, or use false identification on any internet service.

10. All copyright, privacy and other legal requirements for use of internet material will be complied with.

Staff Use

All staff (teaching and non-teaching) are required to sign an e-agreement about the use of school computers, digital devices and the internet and about compliance with the legal and ethical standards set down in this policy.

Responsible Use of Teacher Laptops or other school-provided digital devices

All teachers who obtain laptops or other digital devices through the school will sign an agreement:

1. To use the laptop/device in a responsible manner and not permit it to be used by anyone who is not authorized to do so.

2. To use the laptop/device for school related activities and keep within the limited level of use allowed for personal purposes.

3. To take reasonable precautions for the care and security of the lap-top/device.

4. To avoid engaging in any unreasonable activity, including any that:
   - Breaches the ethical standards set down in the NZ Teachers Council Registered Teachers' Code of Ethics.
   - Affects the cyber safety of the school learning environment
   - Affects the ability of other staff to meet their obligations to the school
   - Is for personal profit or 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 or copyright breaches
   - Overloads shared systems by sending or receiving excessive amounts of material
   - Or otherwise breaches the requirements of this policy.

Limits of School responsibility

1. The school is not and cannot be held responsible for loss of material, accidental corruption or any other action that may affect transmissions through accidental interruption of the network by either staff or students using the system.

2. The school is not and cannot be held responsible for loss of or damage to digital devices personally owned by staff or students.

3. The school takes all precautions thought appropriate in order to operate an open and accessible system in the interest of the students and staff.

_____   _____
Chairperson   Principal

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Date