

CYBERSAFETY GUIDELINES

1. The Principal and staff will regularly review the implementation of the Cybersafety Guidelines and Procedures.
2. Parents and students will be expected to sign a school Cybersafety agreement at the start of each year (year 4 – 8)
3. Staff are required to sign a cybersafety agreement.
4. Students will be supervised while using school facilities; the degree and type of that supervision may vary, dependent on the type of technology concerned, where the equipment is physically situated and whether or not the activity is occurring in the classroom.
5. Parents and students should be aware that the school cannot control who has access to the information published on the school website or the internet. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.
6. Educational material on cybersafety is available to staff and students, and to parents/caregivers through <http://www.netsafe.org.nz/>. Additional safety education will be delivered, where relevant, through teaching programmes.
7. Use of information, images, text and recordings:
 - Staff and students will need to ensure that all material used from the web does not breach copyright law.
 - Copyright of images of student art work, electronic artefacts and work on the school network and web is owned by the student. They may choose to make some of their work available through creative commons copyrights.
 - Copyright of all other images, text and recordings including those on the school web site is owned by the school.
 - Student artefacts and images may be published in the school web site and other teacher approved sites with the students' consent.
 - All requests to remove student images or artefacts from the school web site must be actioned within a reasonable timeframe. (No longer than three working days)
8. The necessary procedures will be put into place by the school to address cybersafety issues in all venues where the Internet and other communication technologies are accessed by staff or students.
9. Cyber bullying of any form will be dealt with according to schools behaviour management procedures and schools complaints procedures.
10. All complaints will be dealt with in line with the school's complaints procedures.