

3.9 SAFE USE OF IT

Approved by: Board of Trustees

Contact: Deputy Headmaster

Group: Leadership Team

Date effective: Jun 2015

Review date: Jun 2018

Reviewed by: LTeam

Policy Statement

The Safe Use of I.T Policy will present broad guidelines for the appropriate and safe use of information and communication technologies at Nelson College

Policy Rationale

With the continuing challenges of an increasingly open environment in information and communication technologies there is a need for clear guidelines to govern safe and appropriate use of these technologies in the school environment

Responsibility for implementation

1. The Board of Trustees

- Will ensure that policies & procedures are in place which monitor the appropriate use of communication technologies
- Delegates implementation of the policy to the Headmaster
- Delegates the implementation of disciplinary measures which result from proven misconduct or serious misconduct offences related to information and communication technologies to the Headmaster

2. Headmaster

- Will appoint a member of the leadership team member to supervise I.T in the school
- Will be responsible for determining whether staff breaches of the Safe Use of I.T Policy constitute misconduct or serious misconduct and will take appropriate disciplinary action

3. Deputy Headmaster

- Will be the main point of contact for all issues or incidents involving information and communication technologies in the school
- Will lead I.T in the school
- Will monitor that User Agreements (student & staff) are completed and filed
- Will provide the Headmaster with any evidence associated with potential breaches in the Safe Use of I.T Policy
- Will review the Safe Use of I.T Policy every two years
- Will develop guidelines and procedures which allow the successful implementation of the Safe Use of I.T Policy

- Will develop and provide strategic advice to the Leadership Team on information and communication technologies

4. Staff

- Will adhere to the procedures & guidelines as set out in the Safe Use of I.T Policy
- Will ensure that students under their care are aware of their responsibilities as set out in the Safe Use of I.T and that students use information and communication technologies safely and under supervision

Guidelines

1. The Deputy Headmaster will be appointed by the Headmaster as being responsible for I.T
2. The Deputy Headmaster will be the main point of contact for all issues or incidents involving information and communication technologies
3. Parents will receive notification by newsletter, at enrolment or at the beginning of the year that unless they notify us to the contrary, all students will be given network and internet access once the student has read and acknowledged the Student Safe Use of I.T Agreement Form.
4. Under the Netsafe and Ministry of Education guidelines all information and communication technology use is appropriately monitored.
5. Safe Use of I.T rules and information will be given to students & staff to retain for future reference. Additional information will be provided as appropriate eg posters, reference copy on the intranet
6. Staff will not be given access to the Internet and communication technologies until the Safe Use of I.T agreement has been formally acknowledged by the staff member and a record of the acknowledgement filed. A new or returning staff member must undertake a basic orientation course and existing staff as deemed necessary
7. Staff access to the Internet will not exceed *reasonable* quotas without permission. The quota combines both school related and non-school related applications.
8. Staff have a responsibility to maintain the integrity and privacy of the network by maintaining password security and by closely monitoring student use of information and communication technologies
9. Staff must not allow students to use their laptops or any device, which have greater levels of access to the network and sensitive / confidential material
10. Staff will be obliged to take part in Safe Use of I.T training and ICT PD as required

Procedures General

Student breaches

Use of information and communication technologies which causes offence to another individual or breaches security protocols (eg sharing of passwords) or accessing offensive or inappropriate internet sites & material will be regarded as a breach of school rules. The matter will be dealt with as part of the school disciplinary processes and may involve limitations on the use of school I.T services.

Note : a determined or sustained breach of the Safe Use of I.T use agreement or an incident of serious misconduct may result in the student being stood down or suspended even if the breach is a 1st time offence

Staff breaches

Use of information and communication technologies which

- causes offence to another individual:- report made to the member of the Leadership Team. Implementation of the Dealing with Complaints of Harassment (including sexual) and Abuse (physical or verbal) Policy with its associated procedures
- breaches security protocols (eg sharing of passwords / allowing students to use their laptops) or accesses offensive or inappropriate internet sites :- report made to a member of the Leadership Team
- Conclusion of an inquiry may result in
 - verbal and/or written warning
 - removal of laptop
 - misconduct proven possible dismissal with notice
 - serious misconduct (particularly if illegal use of communication technologies is determined), possibility of immediate dismissal and referral to the police

Disciplinary procedures will follow the steps set down in the relevant Collective Agreements. Should a 'staff member' as defined above fall outside any Collective agreement the steps initiated will follow the PPTA agreement.

CELLPHONES

Rationale:

Nelson College recognises that mobile phones are now an integral part of a student's social connection and their sense of independence and identity. The core business of the College is teaching and learning and this needs to be conducted in an environment free from unnecessary distractions or disruptions. The school has therefore established a rule which prohibits the use of mobile phones and has established very clear protocols around the confiscation of mobile phones should a student breach those rules.

Procedures for Cellphones

1. Cellphone use is not permitted during class time without explicit permission from the classroom teacher.
2. Communicating or displaying offensive or abusive text or images or in any other offensive or abusive manner is not permitted at any time using any form of information and communication technology
3. If confiscated by a staff member the item + student name is to be passed directly to one of the Leadership Team.
4. The item is to be kept in a secure location and registered on KAMAR and returned to the student as prescribed.
 - First offence – the device will be returned after three school days including the day of confiscation or returned on Friday at 3.15pm of that week. In the case of public/ school holidays, the last school day of the week.
 - Second Offence – The device will be returned after seven days or on the last day of term where applicable. The confiscation period will include a weekend.
 - Third and subsequent offence by negotiation with parents but not less than 7 days.
5. Students who are suspected of communicating or displaying offensive and/or abusive material using the equipment on school grounds will be dealt with in accordance with the Ministry of Education Search and Seizure guidelines. The matter will be dealt with by a member of the Leadership Team.
6. Students are free to use their mobile phones between classes and at designated breaks.

Parents are reminded that in event of an urgent or immediate need to contact your son that you should first contact the College Reception. In addition, every newsletter has the contact details of the senior College Administrators who can also be contacted.

Note- when internet research forms a component of a lesson then the teacher will issue notebooks to the class for that purpose.

Terms :

Staff includes all school personnel both teaching and non-teaching and any tutors and non teaching staff.

Student can be an adult day student, or any young person whether or not a student of the school. For example, a teacher's child can use the school Internet facilities only after signing the Student Computer and Internet Use Agreement and under supervision approved by the teacher

Information and Communication technologies (IT)

include the mobile phone, computers & associated technologies, digital cameras, webcams, printers, scanners, copiers and any other technology currently under development (delivered by Email, Internet, Intranet or any other software application)

Inappropriate use

excessive access of sports, recreational and non school related sites
access of gambling, trading and personal business sites
access of offensive sites, even though the material may be legal (eg soft pornography) and sites which would be deemed to contravene the professional standards which govern the appraisal of teachers
access of illegal sites (eg child pornography)

Passwords The two passwords are the **Power on logon** and the **Network logon** passwords. Sharing both passwords is a more serious offence than sharing just the power on password.

Related Policies

Dealing with Complaints of Harassment (including sexual) and Abuse (physical or verbal)

Appendices

Appendix A Safe Use of I.T Agreement Forms – Staff (online)
Appendix B Safe Use of I.T Agreement Forms – Student (online)