

Staff Guidelines for the Safe Use of Digital Technology *Whangaparaoa College*

OVERVIEW

Digital technology continues to create opportunities to learn and connect our school community. *Whangaparaoa College* believes in using a digital citizenship model to support safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

Digital technology and online spaces are an integral part of teaching and learning, but it does not come without challenges. The school operates under the assumption that challenges will arise. The school will support staff through the management of reported accidental or unavoidable incidents. In turn, we expect staff to take reasonable steps to minimise harm occurring within the school community.

This guideline outlines Whangaparaoa Colleges' role in using digital technology and online spaces for learning and supporting online safety, as well as your responsibilities as a member of our online community.

WHANGAPARAOA COLLEGE ROLE

Whangaparaoa College recognises the opportunity that digital technology has brought to learning. Our students have a right to receive a high-quality education in a safe online and offline environment. We know that online spaces are complex and full of challenges for young people. This is why we want to create a culture of safe, responsible and ethical technology use that helps support learning while reducing exposure to online risks.

Whangaparaoa College recognises the complexity that digital technology has brought for educators. We are committed to supporting our team to manage the risks that you and your students may face.

We will do this by:

- Providing information and support to ensure staff and students are aware of, and able to meet their responsibilities;
- Teaching a curriculum that reinforces and promotes positive online safety behaviours;
- Providing technology that oversees students' use of the school's digital devices and platforms;
- Offering access to the internet and online services that is not unreasonably restricted;
- Using filtering software to minimise access to inappropriate online content;
- Allowing the use of technology for personal reasons as long as it does not negatively impact on others;
- Supporting staff and students who need help dealing with online incidents;
- Securing the personal information, the school collects about you;
- Protecting your freedom of expression under New Zealand's Bill of Rights;
- Having a plan in place when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

YOUR RESPONSIBILITIES

Staff members of Whangaparaoa College community are guided by the professional conduct outlined in the Codes and Standards (Education Council of Aotearoa NZ) and how these relate to the safe use of digital technologies and online spaces in schools. As role-models for students, staff have a responsibility to uphold

school's values and ensure our online environment is a positive place to learn, connect and enjoy. This means modelling safe, responsible and ethical use of digital technology and online spaces.

The school directly oversees and is responsible for the use of devices, systems and principles in place designed to support learning. These are as below:

- **Password security:** Use strong passwords and keep them private. Do not share your login details or use others' login details. Passwords are to be confidential to each user. Passwords should not be written down.
- **Log in and out:** This is an essential security measure for keeping sites and content safe.
- **New software:** Always ask first and seek permission from the school IT manager before downloading software to the school network or devices that connect to the network to ensure they do not interfere with the school's equipment/network or the online security of another person.
- **Personal device security:** Staff are responsible for the security settings of their own devices. Staff should endeavour to ensure any device used within the school has appropriate security software, that all software is up to date – and that the devices are free from any harmful content which could be accidentally exposed during use.
- **Offensive content:** Do not bring into the school or add to school systems content that is considered inappropriate for our students.
- **Recognise copyright and intellectual property:** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Access:** The only people who can use school computer equipment are staff, current learners of the school and other people whom the Principal or Board of Trustees agree can use the equipment
- **Network:** No computers apart from approved staff laptops are to be plugged directly into our network. If staff members need to access the network from a non-approved device this is to be done remotely using remote access
- **Laptops:** Every fulltime teacher will be provided with a laptop for school use, this includes using it outside of school hours for planning, no teacher laptop is allowed to be used by learners.

Staff at times also use technology that is not directly governed by the school. It is important to recognise that technology blurs the lines between what is strictly inside of school, and that from outside of school and therefore within the jurisdiction of employment agreements. For staff safety and the avoidance of doubt, the following requirements apply to activity that may impact a staff members' ability to perform their role or on the safety of other members of the community.

- **Know the law:** New Zealand has a number of pieces of legislation that govern online spaces. You should be familiar with your responsibilities under these acts to ensure you are operating within the law and are able to guide students to do so.
- **Protect your reputation:** Social media can expose our private lives to our professional communities. Be wary of how and where you post personal content that could undermine your reputation as a teaching professional.
- **Share with care:** Freedom of expression protects our right to share our views, but it does not protect people from the harm expressing those views can create. Be wary of creating or forwarding content that could be considered harmful, inappropriate or hurtful to any member of the school community.
- **Protect privacy:** Don't disclose sensitive personal information about another person in any digital communication and consider what information you share about yourself online. Messages that you send privately can be made public by other parties.
- **Keep it offline:** Don't participate in our community's disputes online. From time to time disputes will arise between parents and/or students within the school community and can be carried out online. The school has processes in place for complaints and disputes should be handled through these channels where possible. No items that could be considered damaging to the reputation of the school, its staff, its

learners, the Ministry of Education or any other person or organization should be published on any school website, website linked to the school website, or on any website created using a school ICT resource.

- **Get consent for content:** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.

ONLINE INCIDENTS

Despite the advantages technology offers and people's best intentions, sometimes there will be challenges and harm will occur within an online community. Staff are expected to action incidents regardless of whether they were accidental or purposeful in nature. Even incidents that occur outside of the school or outside of school hours are required to be actioned if they are negatively impacting on student learning.

Whangaparaoa College is committed to supporting staff to manage online safety incidents.

Receiving reports

Incidents of online bullying or harm are not tolerated at our school and students are encouraged to report them to any staff member. Staff are expected to receive these reports and to take appropriate steps in response.

Responsibility to report

If you become aware of any online incident or suspected incident with a potential to cause harm to a member of this school community, you must act upon it. Incidents impacting students within your care should be recorded and actioned appropriately. Risk to other members of the school community of the school should be escalated appropriately.

Supporting students

Staff are expected to prioritise student safety and to escalate reports appropriately. Students should be encouraged and, if necessary, helped to preserve evidence of what is happening so an investigation can occur. They should be discouraged from putting themselves at further risk by engaging with the person(s).

Abuse of staff

Online abuse and harassment of staff is not tolerated by the school. Any staff member that is subjected to online abuse and/or harassment should be encouraged to seek support from school management. The school will mediate disputes or report them to external authorities as appropriate.

Incidents involving you

When you become aware of any online incident or breach of these guidelines that has the potential to cause harm to a member of this school community (including you), you are responsible for reporting it to school management. For matters that are complex, or sensitive – we recommend seeking advice and support from Netsafe.

Support from Netsafe

Netsafe is New Zealand's independent online safety organisation and it provides services in support of educators and schools under contract to the Ministry of Education. They provide free confidential advice seven days a week. They can be contacted on 0508 NETSAFE (0508 638 723) or online at netsafe.org.nz/report

STAFF DECLARATION

I understand and agree to follow the Guidelines for the Safe Use of Digital Technology. I am aware that this applies to using any digital technology and online space while at school, and for any school activity on a device that the school does not own.

Signed _____

Name _____

Date _____