



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

NAG 5 - Policy and Procedure Cyber Safety

Rationale

Kamo Primary School is committed to creating a safe online learning environment, and to the development of our students into capable digital citizens. The Board of Trustees recognises that its obligations under the National Administration Guidelines (NAG 5) extend to use of the internet and related technologies.

Technology provides significant benefits to learning and school operations. The Board of Trustees considers the benefits and risks associated with technology use when making any decisions related to the purchase or use of technology.

Kamo Primary School seeks to foster a culture of successful digital citizenship in our students, staff and our wider community. We encourage everyone to take responsibility for themselves and others in their use of digital technology and online environments.

The Board of Trustees is aware that preparing and supporting our students to use digital technology and online environments effectively and safely is an important part of their preparation for participating and contributing in our digital society.

In preparing our students to actively participate in the world in which they live, it is clear that their ability to participate as confident and competent digital citizens is a key skill. An important part of learning the skills, knowledge, and values that are needed, is being given the chance to experience both the opportunities and the challenges presented by technology. Importantly, to do so in a safe, secure and nurturing environment, where clear, effective guidance can be sought.

Policy

Kamo Primary School will develop 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.

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

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

Procedure for student misuse of digital devices and technology while at school

- Teacher to remove the device from the student in a calm manner.
- Teacher to contact a Senior Leadership Team (SLT) member for support.
- Teacher to ask the student how the inappropriate material came to be on the device and who may have seen this.



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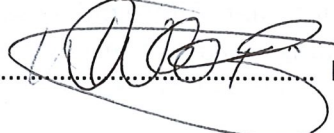
Kamo Primary School

- Teacher to record a summary of this and enter incident on eTap under the PB4L Section.
- Inappropriate material to be deleted.
- Teacher or SLT member to explain to the student why the inappropriate material has been deleted.
- Teacher to contact the child's parents, caregivers or whānau to explain what has been viewed. A recommendation to be given for them to visit www.netsafe.org.nz and support their child.
- Teacher to monitor for any reactions or further inappropriate material without alarming the student.
- Should a group of students see inappropriate material, the same process will apply as that for an individual student.
- Staff will be notified as a reminder to be vigilant, along with the need to check in at www.netsafe.org.nz as this is a highly informative site.
- SLT will review any situations to look at if we need to improve, increase awareness of or modify our procedures.
- If the device is owned by the student or their whānau, the same process will apply as above. However, the device will be held by the school until a family or whānau member can collect it.

We will use our school panui, Seesaw, Skool App and website to make parents, caregivers and whānau aware of Cyber Safety.

Please note, as technology is changing at a very fast pace, the school will present this policy for review should a need arise that causes concern on our existing policy and procedure.

Signed:  Principal

Signed:  BoT Chairperson

Reviewed: Term 2, 2021

Review date: Term 2, 2024