



PROCEDURE 5.3.1

CYBER SAFETY STUDENT PROCEDURE

Cybersafety and Online Publication of Student Work & Images for Tokomaru School

A. Cybersafety

1. The Principal establishes and maintains the school's Cybersafety Programme. This Cybersafety Programme will be supported by appropriate policies, procedures and User Agreements. All staff will be collectively responsible for Cybersafety in our school.
2. The Principal will report annually, or as the need arises, to the Board on the implementation of this policy.
3. The Principal will be the main point of contact for all issues or incidents involving communication technologies in the school.
4. On enrolment, all students must read, or in the case of some children, be read to, and sign the Student ICT User Agreement (contained within the Enrolment pack. This must also be signed by a parent/caregiver, and is to be handed in to the office. The classroom teacher will then file it in the child's personnel files for safekeeping. Our SMS (eTap) will record any students whom have/have not signed a User Agreement. Non-use students will not be permitted to access the relevant school technologies; their parents/caregivers will be informed of this situation.
5. Cybersafety rules and information will be made readily accessible to students and displayed in each area/classroom involving cyber use. (e.g. posters and information in school homework diaries) and additional cybersafety education will be provided, where relevant, through teaching programmes.
6. The school will endeavour to keep up-to-date on cybersafety issues as they impact on the safety of the school-learning environment.
7. Any breaches of cybersafety regulations (by any member of the school community) should be recorded on an appropriate Google Doc and shared with/reported to the Principal. This includes misconduct facilitated by the use of communication technologies e.g. harassment.
8. If the matter appears to be serious, that report should be made immediately. If the principal is not available, the report should be made to another member of Staff. The matter will then be dealt with according to the school's usual disciplinary procedures (including the need to provide counselling and support), with a special focus on cybersafety issues. The latter could include the vital preservation of the evidentiary trail, appropriate documentation and external consultation. If illegal material or activities are suspected, law enforcement must be informed as soon as possible. In such a case, the Board would also be informed and legal advice would be sought.
9. Less serious matters (eg. Unintentional misuse such as pop-up windows and accidentally accessing inappropriate sites) should be documented and reported to the Principal at a convenient time.

B. Publication of student work & images

1. The school will publish material only on its own 'websites' ('websites' include: www.tokomaru.school.nz, class Seesaw posts, Google Classroom, School Newsletter, Skool Loop App or Facebook)
2. Original material created by students attracts protection under the Copyright Act 1994. The school will not publish a student's image or work without written authorisation from the student's legal guardian(s). The school will immediately remove all material relating to a student from its website if requested by a legal guardian of the student.
3. The school will identify students on the websites generally by their first name and year at school. In some instances, surnames may be used. Students' home addresses and telephone numbers will not be available on the websites.
4. The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to the same editing processes as for other material displayed throughout the school.
5. The school has a procedure to resolve complaints or other disputes. This procedure is contained in the Policy and Procedure Folder which can be viewed at the school office (3.1.6 and 3.1.6a).

NEXT REVIEW DATE: May 2026