



CYBER SAFETY STAFF PROCEDURE

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

A. Staff Use

1. At the commencement of their employment, all Board employees (teachers, support and ancillary staff, including the caretaker and such personnel as Teacher Trainees and Relief Teachers) must sign the Cybersafety User Agreement. For staff working with students, this Agreement includes details of their responsibilities to actively supervise/monitor student Internet use and report any breaches of the Cybersafety Policies to the Principal. This agreement also informs staff of the limits to their own use of the Internet, and of privacy issues associated with confidential information on the school network. Accompanying cybersafety rules and information should be readily available to staff for future reference.

2. All staff wishing to access the Internet on school equipment will be provided with an individual login user name and password (to access their laptop/documents), and will be provided with an individual e-mail account (Google Account). This needs to be kept confidential. Any illegal and/or inappropriate use of the Tokomaru School computer facilities can be traced to the perpetrator by means of this login information. It is forbidden to access or pass on, by printing, storing or copying, any material that is offensive, dangerous, illegal or inappropriate.

3. Staff need to be aware of confidentiality and privacy issues when accessing student or staff information via the school network:

- Personal passwords shall not be disclosed to others.
- Personal details of students/staff members shall not be disclosed to others.
- Access to folders is limited to personal folders and those necessary for you to complete your job.

4. If a staff member wishes his/her own child to make use of the school Internet equipment, the same prohibition of misuse applies as for student use. In particular, note that the parent must be present at all times and is fully responsible for the conduct of his/her child, who would use the parent's login.

5. If the Internet and other communication technologies (e.g. mobile phone) are used to facilitate misconduct such as harassment or involvement with inappropriate or illegal material, the matter will be taken very seriously by the school and could result in disciplinary action. Illegal material or activities will also necessitate the involvement of law enforcement.

B. Staff Responsibilities when using the Internet with Students

1. Classroom teachers should be aware of their responsibility to maintain cybersafety in their classroom. This will include reminding students of cybersafety rules before starting any unit of work involving use of the Internet (for example Google Classroom and Google-based Apps) or other communication technology, actively supervising student use and checking that the sitting of Internet-accessible computers takes into account safety issues. Classroom teachers can help their students develop the skill base to effectively use the Internet as a learning tool.

2. Appropriate preparation for internet-based lessons can prevent potential problems. Such as, but not limited to:

- Students will be directed to sites on the net, rather than surfing.
- Where further surfing is required it will be done under direct adult supervision.
- A list of suggested sites to visit can keep students on task and avoid conflicts with any filtering system.

3. Before ANY student can make use of the Internet

- A Tokomaru School Student ICT User Agreement must be filled in and signed by both student and caregivers on enrolment.
- This form should be returned to the school office where it will be processed and recorded on eTap with the child's personal records.
- Office staff will record and print class lists for staff so that it is clear which students do not yet have permission to use the Internet (including updates).

4. UNDER NO CIRCUMSTANCES may a staff member permit a student to use the Internet unless the student has been recorded as having permission (as per previous clause).

5. Staff will ensure that they keep up with relevant cyber safety information and trends in a timely manner, and utilise the resources available to us as a Netsafe School. Staff will also revisit the Student User Agreement with their class at the start of each year, and ensure that expectations are clear for all students.

6. Students will only be permitted to use the internet during class time, unless given special permission, in which case a teacher must supervise. The staff member must be in the room, remain there and actively supervise while the students are using the Internet. No student, at any time, may use the Internet unsupervised, without prior approval from a staff member.

7. Students should be regularly reminded (by the class teacher) of the contents of the User Agreement they have signed and that there can be serious penalties (including possible involvement of law enforcement) for significant breaches of this agreement. A copy of the User Agreement will be displayed near the device storage in each classroom.

8. When students are permitted email accounts (as part of the school Google Account, set up by the Principal or classroom teacher) staff will be advised as to what is appropriate.

9. Inappropriate use of the Internet or any other communication technologies by a student must be reported immediately to the Principal. If the Principal is absent, then another senior member of staff should be notified.

Cybersafety Use Agreement for Staff

Please fill in and sign the attached sheet regarding Student Safety, Professional Development, and your agreement to the school's Policy and Procedures. The sheet should be returned to the Principal.

NEXT REVIEW DATE: May 2026