



WHANGANUI HIGH SCHOOL POLICY USE OF THE INTERNET

INTRODUCTION	1	a) The internet is a valuable tool in the support of teaching and learning.
	2	b) All users of the internet will be expected to adhere to the <i>Code of Conduct in Relation to Internet Use</i> . [Refer Appendix I]
GUIDELINES	1	<p>The internet is made available to staff and students under the following conditions:</p> <p>a) <u>Staff</u> All staff are allowed access to the internet in accordance with the following provisions.</p> <p>Internet use should be for the purpose of:</p> <p>i) Providing information for students or for the teachers of students, that is relevant to teaching and learning;</p> <p>ii) for the up-skilling of staff through research and procurement of information.</p> <p>The use of the computer in relation to school business or to request information to the benefit of the school, takes priority over other uses.</p> <p>Staff wishing to purchase items off the internet for school purposes should refer to the Bursar.</p>
	2	Any person found to have abused the <i>Code of Conduct in Relation to Internet Use</i> will be referred to an appropriate member of the Senior Leadership Team.
ACCOUNTABILITY		The Principal is accountable for ensuring the <i>Code of Conduct in Relation to Internet Use</i> is adhered to by both staff and students.
EVALUATION		The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School's quality management cycle.
CONCLUSION		Whanganui High School aims to provide access to the internet for students and staff so as to support the teaching and learning process in a constructive, practicable and safe manner.

Approved by the Board
Signed Chairperson: _____

Date: 31/7/23

Signed Principal: _____

Date: 2/8/23

CODE OF CONDUCT IN RELATION TO INTERNET USE

The *Code of Conduct in Relation to Internet Use* applies to all the users of internet within the school.

Guideline 1 - General Statement

The internet is provided for education and the improved delivery of curriculum material. Internet users are encouraged to make use of the service to this end.

Guideline 2 - Use of the Internet

- 1 Access to the internet is relatively unrestricted to allow the most efficient use of the internet as a teaching and learning tool. Access to pornographic and objectionable material will be blocked as far as practicable.
- 2 Users of the internet are expected to be exemplary "Digital Citizens" and observe high ethical standards while using the internet.
- 3 No profanity, obscenities, or any other language that could be construed as such, is to be used in online communication platforms i.e. email messages, forums, social media, messaging apps or any other online messaging service.
- 4 Deliberate attempts to gain access to, distribute, or produce content containing pornographic, racially or religiously offensive, illegal or otherwise objectionable material will be viewed as a serious breach of the Code of Conduct.
If a student unintentionally accesses material of this nature they should immediately close it and inform a staff member.
- 5 The use of the internet to facilitate cyber bullying will be viewed as a serious breach of the Code of Conduct (refer Policy 3.13)
- 6 Vandalism will be viewed as a serious breach of the Code of Conduct. Vandalism is defined as any malicious attempt to harm or destroy data or machinery or interfere with any secure site. This includes, but is not limited to, the uploading, downloading or creation of computer viruses or any activity generally known as hacking.
- 7 The internet is not to be used by any person for personal financial gain or illegal activity.
- 8 All copyright, privacy and international laws are to be abided by at all times. i.e. Copyright Act 1994
- 9 All activity is filtered, monitored, logged and may be accessible to be used as evidence of any violation.
- 10 Your network credentials (username/password) must not be shared with others.
If you suspect someone has gained unauthorised access to your online accounts, you must notify the Network Administration Manager. Accounts that are suspected to have been compromised will be locked until they can be determined secure.

Guideline 3 - Liability

- 1 Whanganui High School is not, and cannot be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.
- 2 Whanganui High School has taken all possible precautions to maintain the safety of all users and these guidelines are written and enforced in the interest of effective educational use of the internet.

SOCIAL MEDIA & DIGITAL CITIZENSHIP

Whanganui High School is guided by the Harmful Digital Communications Act 2015 to foster digital citizenship with students and whānau through the curriculum, wellbeing, professional learning and community engagement in preventing harmful digital communications, online bullying, harassment, revenge porn and other forms of online abuse and intimidation of students through social media.

Definition of Social Media

Social media is computer-based technology that facilitates the sharing of ideas, thoughts, and information through the building of virtual networks and communities. Users engage with social media via computer, tablet or smartphone via web-based software or web application, e.g. Facebook, Snapchat, Tiktok, LinkedIn, Blogs, Twitter, Instagram, Youtube, Wikipedia, and other internet forums.

Guidelines

At all times teachers and support staff are required to develop and maintain professional relationships based on the best interests and safety of their students. All teachers and support staff should follow these guidelines in social media communication and activity:

1. Whanganui High School reserves the right to remove content posted to its social media accounts that:
 - is deemed offensive, abusive or obscene
 - is not relevant
 - is potentially libellous
 - constitutes unlawful use of imagery that violates copyright or breach of a licence agreement
 - links to sites that may be obscene, abusive, offensive or indecent
 - has political bias
 - constitutes spam
 - refers to any commercial activity, including advertising

Whanganui High School may report, block, or ban anyone who posts the above content or comments, or who breaches the terms of use of its social media platforms.

2. Staff are free to engage in social media in their personal lives. Any opinions or views expressed in their posts or discussions belong to the individual staff member. No person will post personal opinions on social media that potentially bring Whanganui High School into disrepute. Staff must keep their private social media separate from their professional social media.
3. Staff must always exercise good judgment and follow principles of ethical behaviour when using social media, specifically with any communication between teachers/parents/students via groups or private messages (outside KAMAR).
4. Staff will promote and encourage students to develop positive, ethical behaviours in cyberspace and to be fully aware of their personal safety when using social media, in accordance with Digital Citizenship and NetSafe guidelines and recommendations.
5. Staff are advised to not invite students to their personal social networking sites, to not accept invitations from students to the student's personal social networking sites, to not respond to personal requests for help or advice from students through social media, and to avoid (wherever possible) one-to-one online chats/video conferencing.
6. These guidelines may not cover all possible situations, and staff should be guided by their professional responsibilities whilst employed at Whanganui High School. Failure to comply with these guidelines, particularly in a way that could expose Whanganui High School to liability, may result in disciplinary action, regardless of whether the breach is committed during school hours or after school hours, and regardless of whether the school's equipment or facilities are used for the purpose of committing the breach.