

## NAG 3—Personnel

### Online Safety Policy

#### Rationale

Internet access is available to staff and students at Northern Health School for educational purposes.

#### Purpose

- To provide effective and safe internet access to staff and students.
- To provide a safe online learning environment and to the development of our students into capable digital citizens whether at school or where learning occurs remotely.

#### Guidelines

- a) The Board will consider the benefits and risk associated with technology when making decisions related to the purchase or use of technology.
- b) To maintain procedures around safe and responsible use of the digital technologies, school's network and systems, the internet and equipment.
- c) Internet facilities at Northern Health School are provided for educational purposes. For staff, this includes use for professional development as well as reasonable personal use within the guidelines of Our Code, Our Standards Ngā Tikanga Matatika Ngā Paerewa.
- d) Training for staff who wish to use online technology will be provided as part of professional development and is seen as essential to work effectively and safely to protect staff, students, and equipment.
- e) Each employee is expected to act responsibly and ethically when working online using digital technology and must sign a copy of the Staff Internet Use Agreement before using school resources. This agreement will be held on personal files.
- f) All students must sign the School Computer and Internet Use Agreement before using the internet at school. These documents will be kept in the student's file.
- g) Written parent/care-giver permission is included in the enrollment form and must be signed before students are able to use school resources or access online services.
- h) The school will consult with parents/caregivers as to how it intends to use digital technologies and online environments and how it benefits the teaching and learning process.
- i) Internet Safety Policy will be clearly displayed at each Northern Health School Unit.

#### Scope and definitions

Digital technologies as referred to in this policy includes:

- The internet.
- Online applications and communication platforms, including Microsoft Teams, and social media platforms.
- Equipment, Digital devices, including bring your own devices, smartphone, laptop, camera etc.
- Digital information, comprising of text, images, audio, video.
- Any other relevant online platforms or technology used for the purposes of education or use at Northern Health School.

**Staff includes**

- Northern Health School employed teaching and support staff.
- Board members.
- Any tutors in community education or engaging with students in community.

Adopted August 2021

Chairperson \_\_\_\_\_

Review Date August 2024