

# MAHANA SCHOOL PROCEDURE

## USE AGREEMENT FOR STAFF

### Rationale

Use of the Internet and other communication technologies at Mahana School by staff or students is to be limited to educational and personal usage appropriate in the school environment. Appropriate use also includes staff professional development.

Staff need to be aware that any incident involving material that is deemed 'objectionable' under the Films, Videos and Publications Classification Act 1993 could constitute criminal misconduct necessitating the involvement of law enforcement. As well, involvement with any material, which, while not illegal under the Act, is nonetheless detrimental to the safety of the school environment, may constitute professional misconduct serious enough to require disciplinary response by the school.

### A Staff use

- All staff must read and sign a staff Cybersafety Use Agreement and return the Agreement portion of the document to the principal. The policy pages should be retained for later reference.
- Staff need to be aware of confidentiality and privacy issues when accessing student or staff information via the school network.
- If a staff member wishes his / her own child to make use of the Internet at school, the same prohibition of misuse applies as for student use. The staff member is fully responsible for the conduct of his / her child.

### B Staff responsibilities when using the Internet with students

- Before ANY student can make use of the internet:
  - A Mahana School Cybersafety Use Agreement must be filled in and signed by both student and caregivers yearly.
  - Office staff will print off a class list for staff so that it is clear which students do not yet have permission to use the Internet.
  - This form should be returned to the school office where it will be filed.
  - UNDER NO CIRCUMSTANCES may a staff member permit a student to use the internet unless that staff member has sighted official proof that the school has on record a Use Agreement signed by both the child and a parent / caregiver, or by the parent / caregiver on behalf of the child.
  - It is the staff member's responsibility to ensure that this condition is met.
- Staff members must actively supervise students using the Internet. Students may use the Internet only with teacher permission.
- Students should be reminded of the contents of the Use Agreement they have signed.
- Teachers will instruct students how to use the Internet appropriately.
- Inappropriate use of the Internet or any other communication technologies by a student must be reported immediately to the Principal.

## **C Monitoring**

- Staff must be aware that material posted to the Internet is virtually indelible, and use can be tracked relatively easily.
- Filtering software will be deployed where appropriate or available to restrict access to certain sites.
- If deemed necessary, auditing of the school computer system could include all aspects of its use e.g. personal network storage folders and e-mail accounts.

## **E Cybersafety Use Agreement for staff**

- Staff are to fill in and sign the attached sheet regarding Student Safety, Professional Development, and agreement to the school's Policy.
- The sheet should be returned to the School Secretary.

### **MAHANA SCHOOL CYBERSAFETY USE AGREEMENT FOR STAFF**

I have read, understood and agree to follow the attached Cybersafety Procedure and Use Agreement for Staff.

Name:

Date:

Signature: