Glamorgan School

Cyber Safety Policy

Rationale

To maximise the educational benefits of existing and developing communication technologies while minimising the risks, in order to meet the school's statutory obligations to maintain a safe learning environment.

Guidelines

1. Each year all students and parents/caregivers must read and sign the 'School Computer Network User Permission Form' outlining the regulations and conditions under which computers and communication technologies may be used while at school or in any way which affects the safety of the school learning environment. If this is not signed children will be not be able to access internet facilities in school.
2. Students will be supervised while using school facilities; the degree and type of that supervision may vary, dependent on the type of technology concerned, where the equipment is physically situated and whether or not the activity is occurring in the classroom.
3. All staff must sign the Responsible Use Agreement which includes details of their professional responsibilities and the limits to their own use of the Internet and relevant supplied technology e.g. laptops.
4. Educational material on cyber safety will be provided by management to staff and students, and to parents/caregivers. Safety education will be delivered, where relevant, through teaching programmes. In addition school rules pertaining to computer use must be displayed by classroom computers.
5. Basic training for staff will be made available by management, as will appropriate professional development.
6. The necessary procedures will be put into place by the school to address cyber safety issues in all venues where the Internet and other communication technologies are accessed by staff or students.
7. The school will provide an effective electronic security system, which is financially practicable. The school will continue to refine methods to improve cyber safety.
8. A Cyber safety Officer (CO) will be appointed and will be responsible for the establishment and maintenance of a cyber safety programme in the school. The CO will be the main point of contact for all issues or incidents involving communication technologies in the school, and will report to the Principal.
9. The Board supports the right of the school to check communication technology-related work or data of staff or students at any time, and to carry out a comprehensive investigation of any breaches of the school's Cyber safety policies. Such breaches will be taken seriously and be dealt with through the school's disciplinary and support systems. In such incidents, there will be special attention paid to the need for specific procedures as regards the gathering of evidence. If illegal material or activities are suspected, the matter will be reported to the Police or the Department of Internal Affairs Censorship Compliance.
10. The school will consult with the wider school community and provide opportunities to learn about cyber safety issues e.g. through Parent Information Evenings.

Signed _____

Date _____

Review Date_____