# MARYVALE COLLEGE

# Policy on Cyber Safety



## Annexure:

# 1 ICT use agreement for staff

# 2 ICT use agreement for learners

# 3 ICT use parent declaration

# 4 ICT guide for learners primary school

# Maryvale College Cyber Safety Policy

## Important terms used in this document

- The abbreviation **ICT** in this document refers to the term: **"Information and communications technologies"**
- **"Cyber safety"** refers to the safe and responsible use of the internet and ICT equipment/devices, including cellular phones and tablets.
- **The term ICT equipment/devices** used in this document includes but is not limited to, computers (such as desktops, laptops, iPads), storage devices (such as USB and flash memory devices, CD's, DVD's, IPods, MP3 players, cameras (such as video, digital, webcams), all types of mobile phones, videos, audio players/receivers such as portable CD and DVD players), gaming consoles and any other, similar, technologies as they come into use.

## Cyber Safety Policy

Every school has a statuary obligation to maintain a safe physical and emotional environment and a responsibility to consult with the community, in addition the Board of Governors has a responsibility to be a good employer.

These three responsibilities are increasingly being limited to the use of the internet and ICT, and a number of related cyber safety issues. The Internet and ICT devices and equipment bring great benefits to the teaching and learning programmes and to the effective operation of the school.

We recognise that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, learners and other members of the school community), can also facilitate anti-social, inappropriate and even illegal material and activities.

The school has the dual responsibility to maximise the benefits of these technologies, while at the same time minimising and managing the risks.

The school thus acknowledges the need to have in place rigorous and effective school cyber safety practices which are directed and guided by this cyber safety policy.

Our school will develop and maintain rigorous and effective cyber safety practices which aim to maximise the benefits of the internet and ICT, devices /equipment to children learning and to the effective operation of a school while minimising and managing any risks.

These cyber safety practices will aim to not only maintain a cyber safe environment, but also aim to address the need of learners and other members of the school community to receive

education about the safe and responsible use of present and developing information and communication.

## **Policy guidelines**

Associated issues the school will address include:

The need for on-going funding for cyber safety practices through inclusion in the annual budget, the review of the school's annual strategic plan, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about cyber safety for the school community, disciplinary responses appropriate to breaches of cyber safety, the availability of psychological support and potential employment issues.

To develop a cyber safe school environment, the Board of Governors will delegate to the principal the responsibility to achieve this goal by developing and implementing the appropriate management procedures, practices, electronic systems and educational programmes. These will be based and fall within the ambits of the following legislation:

- South African schools ACT (Act 84/1996)
- Regulations relating to safety measures at independent schools, government gazette No. 26663 No. 975, 20 August 2013
- Occupational of educators Act (Act 76/1998)

A process for reporting back to the Board by the principal will be agreed upon and established. Frequency and reporting will be included.

In recognition of its guardianship and governance role in cyber safety of the school, the Board will approve and review the policy annually relating to members use of ICT devices/equipment. This will cover all use of school-owned/leased and privately owned/leased ICT devices/ equipment containing school data/ information on or off the school site.

# Guidelines for a Cyber Safety Policy

1. The schools cyber safety practices are to be based on relevant legislation within the Republic of South Africa.
2. No individual may use the school internet facilities and school owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately owned/leased devices/equipment on the school site, or at/for any school related activity, regardless of its location. This includes Off-site access to the school's network from school or privately owned/ leased equipment.
3. Use agreements will cover all Board members, board employees, all learners and any other individual authorised to make use of the school internet facilitates and ICT devices/equipment, such as student teachers, external tutors, support staff, service providers, contractors and other special visitors to the school.
4. The use agreements are also an educational tool and should be used as a resource for the professional development of staff.
5. Use of the internet and ICT devices/equipment by staff, learners and other approved users at **Maryvale** is to be limited to educational, professional development and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in a secure place and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the internet and ICT devices/equipment.
7. The school has the right to monitor access and review all use. This includes all emails sent and received on the school's computers and/or network facilities at all times.
8. The school has the right to audit any material on equipment that is owned / leased by the school. The school may also request permission to audit privately owned ICT equipment used on the school premises or at any school related activity.
9. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to any legislation that falls within the constitution of South Africa (Act 108 of 1996)
10. The safety of children is of paramount concern. Any apparent breach of cyber safety will be taken seriously. The response to individual incidents will follow procedures developed as part of the schools cyber safety practices. In serious incidents, advice will be sought from an appropriate source such as a specialised attorney with knowledge in this field. There will be specific attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the South African Police or district office of the Department of Education.

**Policy adopted by the Board of Governors**          **Date:**_____

**Chairperson:** _____ **Principal:** _____

**Witness:** _____ **Witness:** _____

# Annexure 1

## Information and communications technologies Responsible Use Agreement for members of staff

This document is an annexure to Maryvale College Cyber Safety Policy document and will be reviewed and signed on an annual basis.

## Responsible Use Agreement- members of staff

**Maryvale College** believes in a model for supporting safe and responsible use of the internet in a teaching and learning context. A vital part of fostering this culture is the support that is provided to learners by "role model educators" around them. One of the most important parts of this guidance is the modelling of good digital cyber skills that young people observe in their day to day interactions. **Maryvale College** defines a successful digital cyber individual who as a staff member:

- Is a confident and capable user of ICT
- Uses technology to participate in educational, cultural, and economic activities
- Uses and develops critical thinking skills in cyber space
- Is literate in the language, symbols, and texts of digital technologies
- Is aware of ICT challenges and can manage them effectively
- Uses ICT to relate to others in a positive, meaningful way
- Demonstrates honesty and integrity in their use of ICT
- Respects the concepts of privacy and freedom of speech in a digital world
- Contributes and actively promotes the values of digital use

In line with this belief, we ask all staff, students and volunteers to commit to using the internet and associated technologies in a safe and responsible manner by accepting this **Responsible Use Agreement.**

Access to the ICT services provided by the school may be withdrawn if a responsible agreement is not signed.

## Guidelines for responsible use

The school provides access to the internet and associated technologies because it believes that they bring enrichment to the teaching and learning process. It is expected that they will be used to benefit staff and students, but it is also understood that they may be used to engage in personal activities. All activity must be appropriate to the school environment. This applies to school owned ICT devices used inside or outside of school, and personally owned ICT devices used inside school and during school activities.

Your user account is provided exclusively for your use. You are responsible for all activity that is associated with your account. Please don't share your account details with anyone. To help maintain the security of your account please use a strong password. If you suspect that your account details are known by a third party, please let the school know.

In all use of ICT devices it is important to relate to others positively, to avoid engaging in harassing, harmful communications, to respect other people's freedom of speech and uphold their right to privacy.

The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff, or students and their families, stored on the school network.

Teachers should bear in mind that professional and ethical obligations are as applicable to activity online as they are to their daily interactions with students and the community in and out of school. A teachers' Code of Ethics provides a useful framework for decision making around what is and is not responsible, ethical conduct.

It is every individual's responsibility to ensure that when using ICT their actions are within the law. This includes research, communications, use of social media, file sharing and any other activity carried out in the context of teaching and learning.

All ICT equipment should be used with care. If you need to install hardware or software and are unsure of how to do so, or are concerned about the effects that this may have, then check with the school before you do so or alternatively make use of the ICT professional sourced to the school. If you know that equipment has been damaged, lost or stolen, please report this to the office. If a device is stolen, please report this to the local police station.

Our school believes in the importance of developing confident and capable users of ICT. If you are unsure of anything regarding the use of ICT in teaching and learning, discuss this with your principal, or Head of Department.

Our school has a protocol and procedure policy with regard to digital use and internet safety. You should familiarise yourself with this policy. The policy will give you information about our school and our communities' values relating to digital use, and also provide support for you in terms of dealing with any challenges you may experience when using ICT. If you are unsure or uncomfortable with any part of this policy you should discuss it with your Head of Department.

Should a situation arise that you feel may constitute a breach of this agreement, either accidental or deliberate, please notify a head of department as quickly as possible. Make a detailed note of the incident including time, date, names of those involved, devices used and a summary of the situation.

## Responsibilities of the school

In the interest of maintaining a safe environment, the school reserves the right to conduct an audit of its computer network, internet access facilities, computers and other school ICT equipment. This may include any stored content, and all aspects of its use, including email. An audit may include any device provided by or subsidised by/through the school or provided/subsidised by the Department of Education. For this purpose, any electronic data or files created or modified on behalf of the school on any ICT device, regardless of who owns it, is the property of the school.

The school may monitor traffic and material sent and received using the school's infrastructures.

**Maryvale College** believes that ICT is an integral part of teaching and learning, but is aware that when using it we may experience challenges from time to time. The school has a right to deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data. Filtering should enhance the teaching and learning process rather than restrict it. In situations where this is not the case, you should inform the school rather than attempting to circumvent filtering or monitoring systems.

## Your responsibility – as a member of staff

The guidance that young people receive in their development of cyber skills is of the utmost importance. The success of their learning is greatly enhanced by the increased capability of the educators around them. As a critical component in this process for learners it is important that you understand what makes a successful cyber safety educator:

- You should be knowledgeable about the technology that young people are using to enable you to discuss the way in which it is used, and the challenges experienced
- You should be aware of opportunities presented by technology in terms of its use in education, but also its use in other aspect of society including its social application
- You should be aware and understand the challenges that exist around technology and how it effects our youth
- You should act as a consistent and positive role model for responsible activity online
- You should be confident in your ability to make valued judgements about challenge and opportunity for learners
- Discuss your own experiences regarding technology and share your strategies for managing challenges with your students. However, it is vital that you recognise the importance of consistent, positive role modelling in all of your use of technology in a teaching and learning context

As part of our commitment to our cyber safety programme, the school will provide you with support. If you require assistance at any time, please discuss it with your Head of Department.

## Breaches of this agreement

A breach of this agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, activities such as abuse or harassment, misuse of the schools ICT in a manner that could be harmful to the safety of staff or students; this could question the user's suitability to be in the school environment.

If there is a suspected breach of this agreement involving privately owned ICT on the school site or at a school related activity, the matter may be investigated by the school. The school may request permission to audit the equipment/device(s) as part of their investigation.

In addition to any inquiry undertaken by the school itself, it may be necessary to notify an attorney specialising in these matters, during or after our investigation.

## Declaration

I have read and am aware of the obligations and responsibilities outlined in this **Responsible Use Agreement** document, a copy of which I have been advised to retain for reference. These responsibilities and guidelines relate to the safety of myself, students, the school community and the school environment.

I also understand that breaches of this **Responsible Use Agreement** may be investigated and could result in disciplinary action or referral to an attorney.

**Name and Surname:**

**Date:**

**Signature:**

# Annexure 2

## Information and communications technologies Responsible Use Agreement for learners

When using information and communication technologies (ICT) at **Maryvale College** I will always use good cyber practices.

**This means that I:**

- **Will be a confident and capable user of ICT** – I know what I do and do not understand about technologies that I use. I will get help where I need it.
- **Will use ICT for learning as well as other activities** – I understand that technology can help me learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is okay to do each one.
- **Will think carefully about whether the information I see online is true** – I know that it is easy to put information online. This means that what I see is not always right or true. I will always check to make sure information is real before I use it.
- **Will be able to speak the language of digital technologies** – When people communicate online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I will ask them or someone else to explain.
- **Understand that I may experience problems when I use technology -** but that I will learn to manage these difficulties or ask a teacher or parent for help.
- **I understand that there will be times when technology may not work as I expected it to or that people may be mean or unkind to me online** – When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next. I will report any activity on a device that does not uphold the school ethos.
- **Will always use ICT to communicate with others in a positive, meaningful way** – I will always communicate politely and with respect online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.
- **Will be honest and fair in all of my actions using ICT** – I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.
- **Will always respect people's privacy and freedom of speech online** – I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people or of my own. I will not use my device to take any photos at school or at any school event. I will not post any photo on the internet without the person's knowledge or permission. I also know that I will not always agree with what

people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

## **Learner Declaration**

I understand that these guidelines for **Responsible Use** are to be followed when using technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I breach this **Responsible Use Agreement**, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

**Name and Surname:**

**Date:**

**Grade:**

**Signature:**

## Annexure 3

### Cyber Safety rules for Maryvale College Primary school learners

- On the network, I will use my school login username and password for Google Classroom.

- I will not look at, change or delete other people's work/files.

- I will ask permission before entering any website, unless my teacher has already approved the site.

- I will only send emails which my teacher/parent has approved. I will make sure that the messages I send are polite and sensible.

- When sending emails I will not give my name, address or phone number or arrange to meet anyone.

- I understand that I am not allowed to enter chat rooms or gaming sites while using school computers or my own device.

- I will not share any inappropriate material, photos or videos that do not uphold the school ethos.

- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher/ immediately.

- I understand that if I deliberately break the rules I could be stopped from using the Internet or school computers.

- I will not use my device to take photos or videos at school unless it has been approved by a teacher.

- I will not use Google Classroom as a social platform. All comments are to be related to the lesson or learning material that is posted.

**Pupil's Name and class:** _____    **Pupils signature:** _____

**Class teacher:** _____    **Parents/Guardian signature:** _____

# Annexure 4

## Information and communications technologies

## Parent Declaration

I understand that **Maryvale College** is supporting students as they learn the skills required to become successful cyber participants. **Maryvale College** defines a cyber participant as someone who:

- Is a confident and capable user of ICT.
- Uses technologies to participate in educational, cultural and economic activities.
- Uses and develops critical thinking skills in cyberspace.
- Is literate in the language, symbols and texts of digital technologies.
- Is aware of ICT challenges and can manage them effectively.
- Uses ICT to relate to others in positive, meaningful ways.
- Demonstrates honesty and integrity in their use of ICT.
- Respects the concepts of privacy and freedom of speech in a digital world.
- Contributes and actively promotes the values of cyber technology.
- Is responsible and respects the use of their device at school.

I understand that **Maryvale College** has protocols and procedures which outline the schools use of cyber technology and how this supports teaching and learning. *[These documents are available on the school website/on request/at the school office]

I understand that **Maryvale College** provides access to the internet and communications technologies because it believes that they enhance the teaching and learning process.

I understand that **Maryvale College** encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this **Responsible Use Agreement** is part of that, and that it encourages learners to consider how their actions can affect themselves and those around them.

I have read the learner declaration and have spoken with my child about what it means to them. I am happy that my child understands what it means and that they are capable of working within the guidelines.

I am aware that learners can experience challenges when using technology, but that **Maryvale College** makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment and with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know **Maryvale College** is happy to discuss this with me and I am aware that I am welcome to do so at any time.

**Parents Name: _____Parents/Guardian signature: _____**

**Child's name and grade: _____**