



Ngutunui Enviro School

Digital Technology and Online Safety

Ngutunui Enviro School is committed to providing a digital and online environment that is physically and emotionally safe, inclusive, and free from racism, discrimination, and bullying (Education and Training Act 2020, National Education and Learning Priorities (NELP), and Health and Safety at Work Act 2015). We recognise the vital role of **digital technology** in learning and how it impacts student wellbeing, so we take all reasonably practicable steps to ensure its safe and responsible use. Our strategies aim to **prevent digital incidents** and maintain student wellbeing and safety both at and outside the school.

Our digital technology policies and procedures apply to every member of the school community using digital technology, including staff, students, parents/caregivers, volunteers, contractors, visitors, and the board. They apply to digital technology owned by the school or owned privately and used at school or any other location for a school-based activity. They also include off-site access to the school network if applicable.

Our approach to digital technology aims to reduce barriers to education for all students (NELP: Objective 2). Ngutunui Enviro School keeps records about student access to digital devices at home and supports families to access the resources needed for their children to participate in online learning. We recognise that even though a student may have a device, their **internet** access may be limited.

Safe and responsible use of digital technology

In keeping with our whole-school approach to **student wellbeing**, Ngutunui Enviro School promotes safe and responsible use of digital technology as a shared responsibility.

At Ngutunui Enviro School, we maintain a safe and responsible digital environment by:

- setting and sharing clear requirements and expectations about acceptable and unacceptable digital use
- ensuring that members of the school community commit to these guidelines by signing the appropriate use agreement outlining requirements and expectations
- reviewing these digital technology use agreements annually
- educating students about the digital world, including understanding privacy and copyright laws, staying safe online, and protecting digital devices
- encouraging our students to be confident, capable, and competent in their use of digital technology by supporting them to:
 - develop digital literacy skills
 - be aware of digital technology challenges and manage them effectively
 - demonstrate honesty, integrity, and ethical behaviour in their use of digital technology in line with digital citizenship
- using helpful resources (e.g. Netsafe) and supporting staff training and professional development
- encouraging students and staff to continue practising positive digital technology behaviours when not at the school.

We also create a safe digital and online environment through these supporting policies:

- **Staff Social Media**

- **Community Social Media Guidelines**
- **Computer Security and Cybersecurity**
- **Privacy**
- **Publishing Student Information**
- **Sharing Images of Students**
- **Surrender and Retention of Personal Digital Devices**

The school maintains the right to monitor, access, and review digital technology use on school equipment and the school network, including school-owned email accounts. The school may use a third party, such as N4L, to monitor school internet use. This may include browsing history.

Breaches

We respond to breaches of our digital technology and online safety policy using our guidelines for **Behaviour Management**, **Responding to Digital Incidents**, and **Concerns and Complaints**, as appropriate.

This policy aligns with **NELP** Objective 1: Learners at the Centre, and Objective 2: Barrier Free Access.

The principal assures the board that Digital Technology and Online Safety policies and procedures are being implemented correctly and the school holds copies of signed digital use agreements for staff and students, as required. See **Self-Review and Board Assurances**.







Related topics

- **Responding to Digital Incidents**
- **Recording Photos, Video, and Sound**
- **Bullying**
- **Staff Resources**
- **Copyright**
- **Distance Learning**
- **Personal Property and Insurance**

Legislation

- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Harmful Digital Communications Act 2015
- Privacy Act 2020

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga
 - **Digital Technology – A safe-use guide for schools** 
 - **Home internet access** 
 - **Devices** 
- Netsafe
 - **Guidance for Schools and Kura** 
 - **Digital Citizenship and Digital Literacy** 
 - **Staying Safe Online Guide** 

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