

## **Bosmansdam High School Draft Cybersafety Policy**

### **Rationale**

Bosmansdam High School has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. In addition, Bosmansdam High School's Governing Body together with the Western Cape Department of Education has a responsibility to be a good employer.

These three responsibilities are increasingly being linked to the use of the Internet and Information Communication Technologies (ICT), and a number of related Cybersafety issues. The Internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

Bosmansdam High School places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

However, 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, students 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 to minimise and manage the risks.

Bosmansdam High School thus acknowledges the need to have in place rigorous and effective school Cybersafety practices which are directed and guided by this Cybersafety policy.

### **Policy**

Bosmansdam High school will develop and maintain rigorous and effective Cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

These Cybersafety practices will aim to not only maintain a cybersafe school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

### **Guidelines for Bosmansdam Cybersafety practices**

1. 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 ICT 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 network from school or privately-owned/leased equipment.

2. Bosmansdam High school use agreements will cover all employees, all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
3. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
4. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Bosmansdam High school is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
5. 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.
6. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
7. The school has the right to audit at anytime any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
8. The safety of children is of paramount concern. Any apparent breach of Cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's Cybersafety practices. In serious incidents, advice will be sought from an appropriate source, the Western Cape Department of Education and/or a lawyer with specialist knowledge in this area. Special attention will be 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 Western Cape Department of Education and the South African Police Service.

Date policy adopted by the governing body:.....

Chairperson:.....

Date for review:.....