Staff Device Policy

Policy to support NAG 1 Curriculum

Outcome statement

Pukekohe High School aims to provide staff with a device(s) to enable them to perform their role successfully. Staff will understand their responsibilities for this device(s) and will agree to the terms and conditions set forth in this policy which will be covered at the time of the employee's induction.

Scoping

This policy applies to all school-owned digital devices, whether purchased from operational budgets, Ministry of Education TELA laptop scheme, or school leased devices.

Delegations

The principal is delegated day-to-day responsibility for ensuring that identified staff are supported with the allocation of the appropriate digital device(s). The expectations for staff will be made clear and followed at all times.

Expectations and limitations

Device Ownership, Usage and Security.
All school-issued devices will remain the property of the school. The expectation is that all school-owned devices will be brought to school each day and will be used to assist staff in the delivery of their duties. Staff are encouraged to use school devices outside work hours. This device(s) is for their sole use, and not for use by family members or any other person.

Acceptable Use: Staff members of Pukekohe High School community are guided by the professional conduct outlined in the Codes and Standards (Education Council of Aotearoa NZ) and how these relate to the safe use of digital technologies and online spaces in schools. As role-models for students, staff have a responsibility to uphold school's values and ensure our online environment is a positive place to learn, connect and enjoy. This means modelling safe, responsible and ethical use of digital technology and online spaces.

The school directly oversees and is responsible for the use of devices, systems and principles in place designed to support learning. All staff issued with a school device(s) will agree to the following conditions:

- **Password security:** Use strong passwords and keep them private. Will not share their login details or use others' login details Log in and <u>out</u>: This is an essential security measure for keeping sites and content safe.
- **New software**: Always ask first and seek permission from the school IT administrator before downloading software to the school devices that connect to the network to ensure they do not interfere with the school's equipment/network or the online security of another person.
- **Physical Security of Device(s):** Staff are responsible for the physical security of their school devices. Staff will take all reasonable steps to ensure security by ensuring the device(s) are stored safely at night, are not visible when left in a vehicle and are stored away when not in use. The school insurance cover has an excess of $100 per item. This excess will be paid by the school in the first instance per user but examined on further incidents and the user may be asked to pay $100 towards the Indemnity Insurance. The TELA Insurance policy does <u>not</u> cover:
  - o   Damage to laptop including cracks, which occur accidentally.
  - o   Theft by a School employee.
  - o   Theft whilst left unattended unless
    - i.   In a locked vehicle and out of sight.
    - ii.   At a secure location and reasonably safeguarded against theft.
- **Offensive content:** The use of any school device for viewing, downloading or sharing of pornography or objectionalble material is forbidden. Any use both in or out of school is in breach of this agreement.
- **Recognise copyright and intellectual property:** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Domain Ownership:** Pukekohe High School will reserve the right to access staff accounts and device content at any time.

- **Issues and Repairs:** All repairs and maintenance issues must be completed by a school approved repairer. Staff should not attempt to undertake any physical repairs without the approval of the Network manager. Any damage done through attempted repairs by unauthorised persons may occur a charge to the staff member.

Staff Social Media

Social media includes Facebook, Twitter, Instagram, Snapchat, online forums, and any internet-based site that allows people to connect, communicate and share information.

Anyone using social media needs to be aware that any information published, including images, becomes public and out of their control; it can be shared, reposted, altered, and exist forever – the internet never forgets...

In their use of social media, teachers have extra responsibility in preserving confidentiality and maintaining professional standards. Staff are vigilant about safe and appropriate out-of-school contact with students, including through social media, texting, and emails. The following guidelines promote the positive use of social media by teachers.

Using social media in a professional role

Staff may use social media as part of their role at school, for example, in-classroom blogs, the school website, and/or social media; and to communicate with members of the school community.

Staff who administer a social media platform where content can be posted and viewed are online content hosts and may be legally responsible for all content posted on the platform.

Staff should:

- Seek approval from the Principal prior to opening any social media accounts under the school name.
- take care to represent the school and its individuals in a respectful and positive way.
- check that the material they are publishing is suitable and accurate
  - if they refer or link to another site or resource, they must check that it is appropriate and that they have read all the content
  - be sure to acknowledge their sources, and conform to any copyright restrictions
- follow the school complaints process when dealing with any complaints about content on the site

Using social media in personal life

Personal use of social media by staff must also be governed by confidentiality and professional standards. As well as the general points above, staff must:

- keep privacy settings appropriate, and make sure they understand the terms of service of the social media platforms they use, specifically, how their posts may be accessed, re-used, or republished
- maintain a professional boundary, considering
  - whether it is appropriate to extend or accept friend or connection requests with parents, or others involved with the school.
  - friend requests from any current students should not be accepted.
  - using a non-school email address for their personal social media interactions
  - how material or images posted of them reflect on them as a professional associated with the school
- avoid personal use of social media during school hours/time
- report any inappropriate communication from a student to the principal as soon as possible.

Texts and emails

Electronic communication is easy and popular, particularly for broadcasting information about school closures, or school wide events. For some interactions, a phone call or a face-to-face meeting is more appropriate than a text or email. Always consider the best way of communicating information, not just the quickest or easiest.

As with any other medium, email/text language must be professional and at all times. The Board of Trustees retains the ownership and rights to audit all emails exchanges and attachments conducted using the school domain.

Also, consider whose responsibility it is to communicate specific information. In the case of a serious incident or crisis, the principal or a nominated spokesperson may be the only one with authority to pass on information or comment publicly. If they're not sure about passing on information, they should check!

Legislation

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Procedures/supporting documentation

Teaching Council of Aotearoa New Zealand - Code and Standards

NETSAFE - Staff guidelines for the safe use of digital technology

Monitoring

Reviewed: *April 2021*	Next review: *April 2023*