



Greenhithe School Cybersecurity and Online Safety Policy

Rationale

Digital Technologies play a vital role in teaching and learning, as well as how we communicate and interact with the school community. This policy applies to every member of the school community who uses the school-owned network, devices, or online platforms.

As a school, we have appropriate protections in place to ensure cybersecurity and online safety, these include:

- a. A safe and secure internet service connection which includes firewall and content filtering (including SafeSearch)
- b. Antivirus (malware, spyware) and email protection
- c. Regularly updated operating systems and programs across all school-owned devices and servers
- d. Data and access protection (including password-protected services and devices, backups and recommended services for remote access)

The safe use of the school's ICT network and digital technologies by staff, students or community members is to be limited to educational and personal usage appropriate in the school environment and in accordance with the school's 'Device and Internet Use Form Agreement'.

Guidelines:

A The SLT, Board and/or delegate will

1. Review and maintain the cybersecurity and online safety protections employed within the school to keep network devices secure and maintain the online safety of its users; these protections will align with sector and/or industry standards and recommendations.
2. Ensure the school has appropriate insurance coverage to mitigate the impact of a cybersecurity event (e.g. ransomware attack) or device damage.
3. Maintain a safe working environment (including online environments) as per Guideline 6 of the school's 'Health and Safety Policy'.

B Staff use

4. All staff must read and sign a 'Cybersecurity and Online Safety Policy' and 'Device and Internet Use Form Agreement' for staff and the related procedural statement and return the Agreement portion of the document; policy pages should be retained for later reference.
5. Staff must be aware of the Privacy Act 2020 and manage the risk to staff and student confidentiality and privacy when accessing information via the school's network regarding.
6. Where a staff member allows his/her own child to make use of the school network or digital technologies equipment, the 'Device and Internet Use Form Agreement' applies to their use.

C Staff responsibilities when using the Internet with students

7. A 'Device and Internet Use Form Agreement', (obtainable at enrolment or from the school office), must be completed and signed by both the student and parents before ANY student can make use of the internet; this document must be stored appropriately against the student file.
8. Staff should regularly model positive online behaviours and attitudes that reinforce the expectations outlined in the Use Form Agreement; educating (appropriately) the consequences of misuse.
9. Staff will regularly review digital technology use in their class to ensure use is appropriate and to identify areas of improvement in learner safety when teaching online.
10. Inappropriate use of the internet or any other communication technologies by a student must be reported immediately to a member of the Senior Leadership Team.

D Monitoring & Compliance

11. The school has the authority to monitor internet usage on school-provided internet and across school-provided accounts. If deemed necessary, the school can audit the school network, and its associated services and devices.
12. The school has an obligation, and will report, any misuse of the network or digital technologies to the relevant authorities, where activity is deemed objectionable and/or breaches:
 - i. The Privacy Act 2020;
 - ii. The Harmful Digital Communications Act 2015 and associated principles;
 - iii. The Films, Videos and Publications Classification Act 1993 (and amendment 2005); involvement with any material that, whilst not illegal under the Act, is nonetheless detrimental to the safety of the school environment, may constitute professional misconduct serious enough to require a disciplinary response by the school.

This policy is approved by the Board of Greenhithe School

Signed:
Board Presiding Member

Date:

Review: February 2024