

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: ICT
PROCEDURE: Social Media and Internet Use

Rotorua Lakes High School strives to educate all staff to develop positive, ethical behaviours in cyberspace, and to support the establishment of a safe and secure technology environment for RTLB.

Guidelines

1. Email

- RTLB will be provided with individual work email accounts for their own use only.
- RTLB will only use their work email account for RTLB correspondence and communication.

2. Internet

- RTLB will be provided access to the internet at host schools. RTLB may be given access to the internet by other cluster schools at their discretion.
- RTLB will ensure use of the internet is appropriate. Appropriate activities include:
 - conducting research and/or investigation related to education and RTLB work,
 - communication and information exchange as required by RTLB work,
 - retrieving news stories or other information of interest to schools and the RTLB service,
 - professional development activity,
 - personal use appropriate in a school environment, and not interfering with RTLB work.

3. RTLB represent Rotorua Lakes High School and Te Hā o Te Manawa RTLB Cluster 20, therefore information communicated via email and the internet is subject to the same professional protocols and publication standards as traditional means of communication.

4. RTLB will make a reasonable attempt at validating and authenticating information retrieved from the internet before it is used.

5. RTLB will not use work devices for inappropriate purposes. Inappropriate use includes, but is not limited to:

- creating, viewing, accessing, attempting to access, storing or displaying inappropriate material either electronically or in hard copy,
- gambling,
- soliciting for personal gain or profit,
- distributing private and/or personal information to other persons, including reposting of information sent by another person,

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- making or posting indecent remarks and proposals, uploading or downloading commercial software in violation of its copyright,
 - placing orders for goods and services using the Rotorua Lakes High School, or other cluster school name, title or funds without RTLB Cluster Manager authorisation.
6. Unintentional accessing of inappropriate material will be brought to the attention of the RTLB Practice Leader and/or the RTLB Cluster Manager immediately so that the incident can be logged, and the sender and/or host school notified if required.
7. RTLB will adhere to the following social media/networking guidelines which exclude:
- any activity that violates New Zealand law and/or the Education Council Code of Ethics,
 - passing of personal views as representing those of the lead school, host school or cluster schools,
 - inappropriate personal social media contact with students,
 - bringing the school into disrepute,
 - personal use of social media in work time.
8. When considering a social media account for RTLB work purposes, RTLB will consider:
- is there a more appropriate account or platform already in place?
 - goals and objectives,
 - target audience,
 - benefits, risks and mitigations for those risks,
 - on-going resources, including time, required,
 - regular monitoring and moderating of the account,
 - measures for success.
9. Processes for reporting any breaches of cybersafety regulations are covered by the Te Hā o Te Manawa RTLB Cluster 20 and/or Rotorua Lakes High School 'Concerns and Complaints' and 'Protected Disclosures' policies and procedures.

REVIEW: This procedure will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review October 2019, or as required.

DATE CONFIRMED: 25 October 2016