



Rationale:

The school network and the Internet are tools that provide opportunities for valuable and unique learning and teaching experiences. Our goal is to ensure successful and responsible use for all users.

Purpose:

1. To make teaching and learning resources, materials and software easily accessible.
2. To fulfil the needs of the New Zealand Curriculum Framework by ensuring students are continuing to develop key competencies.
3. To ensure the 'safe' use of the internet and ICT with rigorous CyberSafety practices in place.

Areas of Responsibilities:

A) Teachers:

- All network activity (including Internet and e-mail) should be appropriate to teaching and learning activities.
- To monitor student use of network in classes and to report misuse or suspected misuse to network administrator.
- To promote privacy and security for other users.
- None of the Botany Downs Secondary College devices owned or leased may be utilized for personal use.

B) ICT Lead Learner/Network Manager

- To provide training and support in the use of the network to enable effective and appropriate teaching and learning activity.

C) Network Administrators:


- To ensure all users agree to guidelines for use of Network.
- Where necessary and appropriate (according to Network Administration Guidelines), monitor network use including Internet sites visited and e-mail sent and received for the purpose of safe guarding staff, students and the school.
- To examine, amend and delete any inappropriate material as required and to refer inappropriate use and material to appropriate person.
- To protect against any activity that threatens the integrity and efficient operation of the school network.
- To ensure privacy and security.

OTHER RELEVANT DOCUMENTATION

- Appointment Procedure
- Student/Staff CyberSafety Agreement

Review schedule: Tri-Annual

	New/Reviewed	Next Review Date
Initial table of document	November 2004	August 2006
	August 2006	September 2009
	September 2009	August 2012
	August 2012	August 2015
	February 2017	February 2020
	April 2020	April 2023

Board Chair Signature	
Date	April 2020