



Te Kauwhata College

Digital Safety Policy

PURPOSE

To promote the safe, responsible, and ethical use of digital technologies within Te Kauwhata College. To protect the wellbeing of students, staff, and the wider school community in all digital interactions.

At Te Kauwhata College, we want our students to be confident, capable, and respectful digital citizens. Digital technology is an important part of learning, and we're committed to helping students use it safely, responsibly, and positively.

We actively teach digital citizenship through our classroom programmes and model the values of Respect, Responsibility, and Integrity in all online interactions. We work closely with parents and caregivers to promote safe digital use at home and at school, ensuring that every student can make the most of technology in a safe and supportive environment.

To ensure compliance with relevant legislation, including the *Privacy Act 2020*, the *Harmful Digital Communications Act 2015*, and the *Education and Training Act 2020*.

To maintain the integrity and security of the school's digital infrastructure, information systems, and data.

This policy applies to all staff, students, contractors, volunteers, and visitors using College-owned or personally owned digital devices, systems, or online platforms for school-related purposes. It covers all digital activity undertaken on school premises, at off-site school events, or when using College-provided accounts and networks.

Expectations for Staff and Students

All users must:

- Use digital devices, networks, and online platforms for legitimate educational or work-related purposes.
 - Access only information and systems they are authorised to use.
 - Communicate respectfully and professionally in all digital interactions.
 - Protect personal and confidential information belonging to themselves, students, staff, and the College.
 - Ensure online behaviour upholds the College's values and Code of Conduct.
 - Follow copyright and intellectual property laws when using digital content.
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Te Kauwhata College

Data Security and Privacy

- The College will implement reasonable security measures to protect data and systems from unauthorised access, loss, or misuse.
 - Staff must store and transmit student and staff information securely and only for legitimate educational or administrative purposes.
 - Digital records and communications are subject to the *Official Information Act 1982* and the *Privacy Act 2020*.
 - Passwords must be strong and kept confidential.
 - Personal devices used for schoolwork must meet minimum security standards (e.g., password-protected and kept updated).
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Use of Personal Devices (BYOD)

- Students and staff using personal devices must follow this policy and the College's *User Agreement*.
 - Personal devices must connect only to approved school networks.
 - The College is not responsible for loss, theft, or damage to personal devices brought to school.
 - The use of personal devices may be restricted during class time at the teacher's discretion.
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Social Media and Online Communication

- Staff and students must communicate online in ways that maintain professional and respectful relationships.
 - Staff must not engage in private social media communication with students.
 - Official College social media accounts must be authorised and managed by the SLT member in charge of digital communications.
 - Personal opinions shared online must not represent or bring the College into disrepute.
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Monitoring and Reporting

- The College reserves the right to monitor the use of its digital systems to ensure compliance with this policy.
 - Any suspected breaches must be reported immediately to the Digital Technology Lead or Principal.
 - Serious incidents (e.g., security breaches, harmful digital communications, or privacy violations) will be managed in line with College disciplinary procedures and, where necessary, referred to external authorities.
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Te Kauwhata College

Breaches of Policy

- Breaches may result in restricted access to digital resources, disciplinary action, or referral to the Police or relevant agencies.
 - Consequences for students will follow the College's Behaviour Management policy.
 - Staff breaches will be addressed under the *Code of Professional Responsibility* for Teachers and Support Staff employment agreements.
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Related Documents

- Staff Guidelines for Safe Use of Digital Technology
- Responsible User Agreements (Staff and Students)
- Privacy Policy
- Behaviour Management Policy

Reviewed: June 2026

Next Review: June 2029