# Operational Policy: Cybersafety and Digital Citizenship (NAG 5)

## Blind & Low Vision Education Network NZ

## Statement of Intent

BLENNZ supports a digital citizenship model for the promotion of safe and responsible use of technology.

BLENNZ recognises that by fostering a culture of digital citizenship in our ākonga, staff and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of ICT. This allows us to harness the potential that technology brings to the teaching and learning process, while minimising and learning to effectively respond to the challenges we may experience while using them in a learning context.

BLENNZ is aware that preparing ākonga to make effective use of ICT is an important part of their preparation for participation and contribution in society today and into the future. It is our belief that we must prepare ākonga to actively participate in the world in which they live. It is clear that a key skill in this digital world will be their ability to participate as effective and appropriate digital citizens. An important part of learning these skills is being given the chance to experience the opportunities and the challenges presented by technology in a safe, secure and nurturing environment where clear, effective guidance can be sought as ākonga and staff learn.

BLENNZ recognises that its obligations under the National Administration Guidelines (NAG) extends to use of the internet and related technologies.

## Definitions

1. The abbreviation “ICT” in this document refers to the term “Information and Communication Technologies”.

2. “Cybersafety” refers to the safe and responsible use of the internet and ICT equipment/devices, including mobile phones.

3. “BLENNZ ICT” refers to the BLENNZ computer network, internet access facilities, computers and other BLENNZ ICT equipment/devices as outlined in (4) below.

4. The term “ICT equipment/devices” used in this document includes, but is not limited to, computers (such as desktops, laptops, tablets, smartphones, PDAs), cloud storage and BLENNZ drives, storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), gaming consoles and any other, similar technologies as they come into use. This includes any personally owned, BLENNZ owned or leased ICT equipment/devices used on any BLENNZ site or any BLENNZ related activity.

5. “BLENNZ” refers to all ākonga, parents, caregivers, family/whānau and staff associated with the full range of BLENNZ.

6. “Digital Citizenship” is defined as appropriate, responsible behaviour with regard to technology use.

## Policy Requirements

Images of BLENNZ ākonga must only be stored in an online platform that is used by BLENNZ, (e.g., in the cloud). Online platforms used by BLENNZ are our server (Group Drive, BLENNZ Drive, Home Drive, All Photos Drive, Ākonga Drive), Microsoft/OneDrive (this includes Teams, Word online, PowerPoint online, etc.), Google (drive, docs, sheets, etc., when using an account created by BLENNZ IT). Nothing should be stored in a personal online space which includes a Microsoft or Google account that you have created, even for BLENNZ work.

BLENNZ will develop and maintain procedures around the safe and responsible use of the internet and related technologies (ICT). These internet safety procedures will recognise the value of the technology and encourage its use in a teaching and learning context while helping to minimise and manage the challenges that may be experienced by ākonga, staff and the wider BLENNZ community.

BLENNZ will consult with parents and the wider BLENNZ community as to how it intends to use ICT and where possible explain how it benefits the teaching and learning process.

These procedures will aim to not only maintain a safer educational environment but also to address the need of ākonga and other members of the BLENNZ community to receive education about the safe and responsible use of ICT.

Associated issues BLENNZ will address relating to cybersafety and digital citizenship include:

* The need for ongoing funding for cybersafety practices through inclusion in the annual budget
* The review of the BLENNZ annual and strategic plans
* Where appropriate, Professional development and training for staff in cybersafety and digital citizenship
* Implications for the design and delivery of the curriculum
* The need for relevant education about digital citizenship for the BLENNZ community
* Digital citizenship use agreements for staff, ākonga and visitors
* Disciplinary responses appropriate to breaches of cybersafety
* The availability of appropriate pastoral support, and
* Potential employment issues.

The Principal has the delegated responsibility to develop a cybersafe educational environment by establishing and implementing appropriate management procedures, practices, electronic systems and educational programmes. These will be based on the latest version of the NetSafe® programme for schools, endorsed by the Ministry of Education. The NetSafe® Kit for Schools, including its templates for policies and use agreements, will play a central role in this process.

## Supporting Documents

* Netsafe® Website - [Link to Netsafe Website](https://www.netsafe.org.nz/)
* Cybersafety & Digital Citizenship Procedures
* Privacy Policy and Procedures
* Cybersafety Use Agreements
* BLENNZ Policies: Concerns and Complaints, Anti-Bullying, Copyright and Informed Consent
* LineWize

Approved: 

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Next Review: 2026