

<Your organisation name> Online Safety Policy

NOTE: This template has been created as a guide only. Please update it as relevant

[Your organisation] is committed to creating a safe environment for its members, both online and offline.

We encourage everyone – staff, members, participants, volunteers and our wider community – to take responsibility for themselves and others in their use of digital technology and online environments.

[Your organisation] is committed to developing and maintaining procedures around the safe and responsible use of technologies, our network and systems, and the internet. These online safety procedures will recognise the value of technology and encourage its use in our operations whilst minimising and managing the challenges experienced by members, staff, and our wider community.

[Your organisation] considers the benefits and risks associated with technology use when making any decisions related to the purchase or use of technology. **[Your organisation]** will consult with members and staff as to how it intends to use digital technologies and online environments, and explain how it benefits the work of **[Your organisation]**. These procedures will aim to both maintain a safer environment, and provide better opportunities for our members/staff.

All users are responsible for using **[Your organisation]**'s network, systems and digital technologies [in **accordance with the Acceptable Use Policy / appropriately**] and are expected to model safe, responsible and professional behaviours in their own use of technology. All staff/members (including the Board) will sign an Acceptable Use Agreement

If online harm occurs, **[Your organisation]** will respond by having clear procedures in place to report this harm. We will provide support and training for staff on managing online harm, and making sure our response encompasses everyone, including in the wider community, who is effected by this harm.

ACCEPTABLE USE

Any communications or actions which involve the following is considered unacceptable by **[your organisation]** and may result in disciplinary action:

- Is unlawful or encourages illegal activity
- Is objectionable, including Child Sexual Abuse Material and extremist content
- Is obscene or pornographic
- Discriminates or promotes hate
- Shares sensitive and/or confidential information, or breaches another person's privacy
- Could be harmful, harassing, or offensive to another member [or to staff]
- Threatens another person or promotes violence
- Harms the integrity of **[your organisation]**
- Impersonates another person or organisation
- Infringes on intellectual property rights
- Contains viruses, or other code or files designed to damage technology

RESPONSIBILITIES

Responsibilities of all members and staff [*and family/whanau*]

- Read, understand and adhere to [**your organisation's**] user agreements
- Support [**your organisation**] in creating safe online environments
- Model safe and responsible behaviours in their own use of technology
- Take responsibility for learning about the benefits and risks of using digital technologies
- Take responsibility for each other's safe and responsible use of technology
- Respect the feelings and rights of others in their use of technology
- Understand how they should report an online safety issue

Responsibilities of all staff:

- Read, understand and help promote [**your organisation's**] online safety policies and procedures
- Understand [**your organisation's**] incident reporting mechanisms
- Develop and maintain an awareness of current online safety issues
- Maintain a professional level of conduct online
- Ensure any digital communications with members are through official channels and not personal accounts
- Ensure that sensitive and personal data is always kept secure

Responsibilities of [*the designated staff member / team*]:

- Promote online safety throughout the organisation and to the wider community [*e.g. parents and whanau*]
- Develop an understanding of current online safety issues, guidance, and appropriate legislation
- Communicate regularly with people around online safety
- Be the first point of contact in the organisation on all online safety issues
- Take day-to-day responsibility for online safety within the school
- Ensure that all staff receive training in online safety issues
- Ensure that all staff are aware of the procedures to be followed in the event of an online safety incident
- Keep a record of all online safety incidents
- Monitor and review online safety incidents

Responsibilities of the Board:

- Overall responsibility for the safety of all members, staff, and the wider community
- Ensure that [*designated staff*] receive suitable training to enable them to carry out their roles
- Ensure that there is a mechanism in place to monitor and review online safety incidents
- Review [**your organisation's**] online safety policies and procedures within agreed timeframes

Date policy adopted by the

Board: _____

Chairperson: _____

Date for review: _____