



MARIST CATHOLIC SCHOOL

PROCEDURE: **Computer Security & Cybersafety**

Our computer security and cybersecurity policy works in conjunction with our digital technology and cybersafety, staff social media, and community social media policies to provide a safe digital environment for the school community. While the digital technology policy is focused on digital citizenship and cybersafety, this policy works to protect school and private property and information. Computer security and cybersecurity is essential to protect information and keep students safe. The principal and board are responsible for the school's computer security and cybersecurity and review this at least annually.

General security

We have appropriate protections in place for the school network and devices, such as:

- insurance for accidental damage, theft, and loss (as appropriate)
- firewall and antivirus software which guards against malware (viruses) and spyware
- regular updates for operating systems and programmes on school devices, including installing patches
- limits to who can alter school-installed software programs (only an authorised staff member)
- a safe and secure internet service provider, with content filtering (safe searches).

Access security

- All school devices and user accounts are password-protected.
- We recommend that personal devices that are used to access the school network or school information are password-protected.

Data protection

- We back up school information, software, and configuration settings, as appropriate.
- The school carefully considers what personal information is made available publicly.
- Confidential waste is disposed of appropriately.
- Staff and students are encouraged to keep alert for viruses, malware, and phishing email scams by:
 - checking the sender details of emails
 - acting with caution if emails contain links/attachments or request anything unusual or with urgency.

If Marist School experiences a cyberattack, we contact [CERT NZ](#) (New Zealand's Computer Emergency Response Team) for advice and support, as appropriate.

Internet/Network infrastructure

As required by the [Ministry of Education](#), Marist School is responsible for keeping the school's ICT network maintained to the current Ministry Standard, and uses Ministry-approved contractors for any maintenance or repair work.

Our school property plan contains a budget for maintaining the ICT network, including plans for any required cabling repairs, and replacement of network switches and/or wireless equipment.