

SPRING GULLY PRIMARY SCHOOL

CYBERSAFETY

POLICY

Definition:

Cybersafety is made up of two strands: Cyberbullying and Communicating Safely.

Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group, that is intended to harm others. Bullies deliberately set out to intimidate, exclude, threaten and/or hurt others repeatedly. Bullying is a clear form of harassment. People who use the internet, email, social media intranets, phones or similar technologies to bully others are cyberbullies and are breaking the law. Communicating Safely reflects the need for students to remain safe while using online resources such as social networking tools, like Facebook and MSN messenger, as well as using websites and online resources responsibly and respectfully.

Cyber Safety refers to safe and desirable practices in online environments and the use of electronic and ICT equipment devices.

Digital Footprint refers a trail of data you create while using the Internet. It includes the websites you visit, emails you send, and information you submit to online services. The 'digital footprint' of an individual refers to a person's unique set of digital activities, actions, and communications.

ICT Equipment/Electronic Devices include but are not limited to computers, laptops, netbooks, tablets, storage devices, cameras, all types of mobile phones, interactive whiteboards, classroom televisions and video and audio players and receivers.

Rationale:

- Bullying in any form is unacceptable. Bullying that is carried out via the internet using tools such as email, chat rooms, discussion groups, social media or instant messaging, or through mobile phone technologies such as short messaging service (SMS), is cyberbullying. Cyberbullying will not be tolerated at any level, and consequences exist for students who choose to bully others.
- When speaking, posting content or meeting people online, internet users need to be aware that there are some risks, including inappropriate contact with other people. An understanding of these risks should reduce the dangers to our students.

Aims:

- To educate students on their role and responsibilities as a digital citizen, including awareness of dangers and managing their online identities (digital footprint).
- To reinforce within the school community what bullying is (including cyberbullying), and the fact that it is unacceptable.
- Everyone within the school community to be alert to signs and evidence of cyberbullying and to have a responsibility to report it to staff, whether as observer or victim.
- To ensure that all reported incidents of cyberbullying are investigated appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and co-operation at all times.
- To provide support, information and resources to families so that they are well informed about best practice in educating and supporting their children in the online world.

Implementation:

- Students and teachers will be made aware of our school's eSmart guidelines.

- Students and teachers will work through/discuss these issues using our school's *ICT Scope and Sequence*.
- Students will sign the *ICT User Agreement (P-4 and 5-6)* at the beginning of each school year. This agreement outlines expectations relating to cyber safe and digital citizenship practices as well as appropriate general use of any and all technology devices across the school. Students will not be permitted to use digital technologies until the *ICT User Agreement* is signed and returned to school at the beginning of each school year.
- Parents, teachers, students and the community will be aware of the school's position on cyber-bullying. Teachers will be regularly reminded of their duty of care regarding protection of students from all forms of bullying.
- The school will adopt a four-phase approach to bullying;

A. Primary Prevention:

- Professional development for staff relating to all forms of bullying including cyberbullying, harassment and proven counter measures.
- Educate the school community about the seriousness of cyberbullying, its impact on those being bullied and how this behaviour is unacceptable
- Community awareness and input relating to bullying (including cyberbullying), its characteristics and the school's programs and response.
- Provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving.
- Provide eSmart curriculum to all students, as outlined on the *ICT Scope and Sequence* plan.
- Each classroom teacher to clarify with students at the start of each year the school policies in relation to bullying, cybersafety and eSmart guidelines.
- All students to be provided with individual and confidential computer and network logins and passwords. Processes to be put in place to ensure tracking of student activity on the school's computer equipment and network. Firewalls to be installed to eliminate outside traffic into the school's network and intranet.
- Students to be aware of *SGPS Electronic Devices Policy*.

B. Early Intervention:

- Encourage children and staff to report cyberbullying incidents involving themselves or others.
- Classroom teachers and the principal on a regular basis remind students and staff to report incidents of cyberbullying.
- Regular monitoring of traffic on school's computer networks to identify potential problems.
- Parents encouraged to contact the school if they become aware of a problem.
- Recognition and reward for positive behaviour and resolution of problems.

C. Intervention:

- Once identified each bully, victim and witnesses will be spoken with, and all incidents or allegations of bullying will be fully investigated and documented.
- Parents to be contacted.
- Students and staff identified by others as bullies will be informed of allegations.
- Both bullies and victims will be offered counselling and support.
- Removal of cyberbullies from access to the school's network and computers for a period of time.
- If student bullying persists parents will be contacted and consequences implemented consistent with the school's *Student Code of Conduct**.

D. Post Violation:

- Consequences for students will be individually based and may involve:-
 - exclusion from class.

- exclusion from yard.
- school suspension.
- withdrawal of privileges.
- ongoing counselling from appropriate agency for both victim and bully.
- Criminal charges being laid by police.
- Support Structures.
- Ongoing monitoring of identified bullies.
- Rewards for positive behaviour.

Student Responsibilities

- To sign the *ICT Users Agreement* and to abide by the school's cyber safety policy, that aims to prevent bullying and harassment.
- Ensure that all material being accessed on the internet is appropriate
- Seek clarification about accessing websites or other sources of information where they may be unsure of content.
- Ensure that student communications with other students, staff members and members of the outside community do not harass, vilify or attack personally other individuals. This includes, but is not limited to, written words and the posting of images
- Where ICT equipment devices are used out of school time, report any communications which are inappropriate to parent/guardians or a teacher.

Parent Responsibilities

- Support the school in encouraging responsible communication using ICT equipment/devices.
- To discuss the details of the *ICT Users Agreement* with their child/children and to support and promote the expectations of appropriate and safe use of technology at school.

School Responsibilities

- Promote safe and responsible use of ICT devices.
- Investigate and act upon all cases of misuse of ICT equipment and devices.

Supporting Documents

- *SGPS ICT Users Agreements (P-4 and 5-6)*
- *SGPS ICT Scope and Sequence Chart*
- *SGPS Electronic Devices Policy.*
- Department of Education and Training website:
<http://www.education.vic.gov.au/school/principals/health/Pages/lol.aspx>
- A Step-by-Step Guide for Responding to Online Incidents of Inappropriate Behaviour Affecting Students
www.education.vic.gov.au/Documents/school/principals/health/lolincidents.pdf
- Office of the Children's e-Safety Commissioner <https://www.esafety.gov.au/>

Evaluation:

This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

August 2016