CYBERSAFETY POLICY

Rationale:

Nanneella Estate Primary School is committed to providing a safe and caring environment and culture which enables positive relationships to be formed amongst all students and staff and which promotes personal growth and positive self-esteem for all. A clear policy on cybersafety will help in maintaining student wellbeing and safety whilst using technologies that access the internet at school.

Aims:

- To develop a secure environment where everyone feels safe.
- To protect the rights of children with respect to their right to feel safe at school.
- To foster the responsibilities of children to maintain Cybersafe practices.
- To develop a school community where everyone is treated with care, courtesy and respect and bullying is not tolerated or acceptable. All individuals are to be valued and treated with respect.

Definitions?

'Cyber' refers to the virtual online world, which can be accessed through a variety of technology mediums (e.g. computers, tablets, smartphones).

'Cybersafety' refers to the act of maintaining your own personal security and wellbeing while interacting with the online world.

'Netiquette' forms part of Cybersafe practices. Netiquette refers to set of guidelines regarding the etiquette that applies to, and is expected of, online users.

Cyberbullying & Harassment:

Definition of Bullying

Bullying is when someone, or a group of people, who have more power at the time, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion. **Cyberbullying refers to bullying actions that occur online.**

Types of Bullying that May be Experienced Online:

1. **Direct verbal bullying** – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.

2. **Indirect bullying** – this form of bullying is harder to recognise and often carried out behind the bullied student's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes:

   - lying and spreading rumours
   - playing nasty jokes to embarrass and humiliate
   - mimicking
   - encouraging others to socially exclude someone
   - damaging someone's social reputation and social acceptance
   - cyber-bullying, which involves the use of electronic means to humiliate and distress

School:

This Cybersafety Policy refers and applies to actions and behaviours that occur on school grounds, during school hours. It is not the school's responsibility to monitor Cybersafe behaviours outside of the school (e.g. at home), nor is it responsible for managing incidents of Cyberbullying outside the school. However, the school MAY assist families to support their children when dealing with incidents of cyberbullying, where appropriate.

GUIDELINES

Our school is currently in the process of achieving eSmart status. As part of our ongoing commitment to our students, the following guidelines have been put into place that align with eSmart values:

Our school will actively educate our students in Cybersafe practices. We will promote the use of Cybersafe practices amongst students, parents and teachers. Students and staff will be supported in their pursuit of learning and teaching, whilst using technology safely. Incidents of Cyberbullying will not be tolerated.

A school-wide approach will be taken to the education of Cybersafe practices. Teachers will be supported in providing a comprehensive unit on Cybersafety that is appropriate for their students. School staff will regularly refresh and refer back to Cybersafe practices with their students. All school staff will lead by example in following Cybersafe practices. The school will support students and staff in dealing with Cyberbullying incidents in a consistent and systematic way.

Cybersafety will be taught explicitly:

- As a mini-unit before commencing online activities at the start of the year
- During Circle Time or computer sessions, as part of the Digital Technologies curriculum or as the need arises

Cybersafety may also be discussed informally (e.g. while students are composing emails or leaving comments on a blog), or as the need arises.

Students must agree to and sign the Student ICT User Agreement, as well as having signed permission from parents/guardians *before* commencing online activities.

Staff will effectively supervise student activity while online, to ensure students follow Cybersafe practices.

All new students and staff will be informed of our Cybersafety Policy at the commencement of their time at the school.

All complaints of Cyberbullying will be heard in confidence and taken seriously.

Our school will **provide preventative curriculum programs** that promote safety online. We will offer **information for parents** in a variety of mediums (e.g. parent information sessions, school newsletter, school website).

Staff programs will occur periodically to keep staff informed of current issues/strategies for teaching Cybersafe practices and supporting students who experience Cyberbullying.

Nanneella Estate Primary School endorses the following methods of communication between staff and families: phone calls, emails sent from Department of Education addresses, messages via phone apps. Staff will not use any platform to communicate individually with students.

RIGHTS & RESPONSIBILITIES

Each student and staff member at Nanneella Estate Primary School has rights. Rights should be respected and valued. While at school, and while using programs and applications that access the internet, **students and staff have the right to:**

- Feel Safe
- Learn
- Be free from bullying behaviours

With these rights come responsibilities. **Students and staff at Nanneella Estate Primary School have the responsibility to:**

- Treat others kindly
- Practice safe online behaviours
- Complete the task that has been assigned, in the manner specified
- Show respect
- Practice good netiquette

Staff also have a Duty of Care to the students at Nanneella Estate Primary School, which includes:

- The provision of suitable and safe premises
- The provision of an adequate supervision system
- Implementation of strategies to prevent bullying
- Exercising care when using images and videos: staff should preview any images or videos intended to be used in the classroom before the lesson to assess their appropriateness (e.g. previewing entire YouTube video, while considering how potentially offensive or harmful advertisement exposure can be minimised/avoided).

In view of an individual's right to feel safe and to be shown respect, the following guidelines apply to anyone on the school grounds:

Before a school event such as the End of Year Concert, visitors will be informed that no photographs or videos taken with other children or adults in them can be uploaded onto social media without the permission of the adult or parent/guardian of children included.

- It is illegal to record someone without their knowledge or permission (recording may include such things as photos, videos or other recording devices). Recording someone without their knowledge (covertly) is a breach of safety and respect.
- It is not ok to record or live stream a person without their knowledge or consent.
- It is illegal to record a private conversation (using a phone or other device) involving another person without their knowledge or consent.
- It is illegal to take or distribute photos or videos of a sexual nature of to a child under the age of 18.

Members of the school community caught breaking these rules will be referred to the Behaviour Management Policy, asked to leave the premises or if need be referred to the police.

CYBERSAFETY APPROACH

The 2-Step Approach includes both preventative measures, as well as intervention where required.

Prevention:
- Cybersafety will be explicitly taught in all classrooms
- Cybersafe practices will be encouraged and discussed informally throughout the year
- Refresher sessions for students and staff should occur periodically, or as the need arises

Intervention:
In the event that a student or staff member experiences a cyberbullying or harassment incident whilst at school:
- Teachers should be the initial point of contact for student concerns.
- For more serious concerns, or those pertaining to staff, victims should speak to the Principal or Assistant Principal
- Students and staff are encouraged to save evidence (where applicable – i.e. a screenshot)
- All parties involved will be listened to, and each side considered carefully.
- School staff will follow our Bullying and Harassment procedures, as outlined in the Bullying and Harassment Policy.
- If necessary, relevant authorities will be notified (e.g. police).

Cybersafety Program
Following is a guide to the Cybersafety concepts that should be explored or explicitly taught as part of the school's Cybersafety Curriculum.

Years Prep – Two
- The internet is a public space
- Netiquette basics
- Helpful people
- Personal Information
- Who is a friend
- What is real and what is not
- How we use the internet to connect with others

Years 3 – 6
- The internet is a public space
- Advanced netiquette (e.g. that which may apply when writing emails or posting comments on blogs)
- Where to seek help
- Who is a real friend and how do you know?
- Personal Information (what it is and who is entitled to it)
- Digital footprints
- Photo and video sharing (including permissions for other people)
- Legal consequences
- Copyright
- Scams, Trojans, Viruses, Pop-Ups, Spyware, Banners, etc. (what to look out for)

Review
This policy will be reviewed and updated once eSmart status has been achieved.

Approved 2017   Signed _____ **Date** _____
                                   Ian Denson Principal