eSmart
(CYBER SAFETY) POLICY

Rationale

Alphington Primary School values technologies as engaging and relevant learning tools. APS acknowledges that the effective safe use of technology relies upon the development of responsible cyber citizenship, and is committed to being an eSmart school. Our school culture supports and educates students, teachers and parents to be confident, respectful, safe and critical users of technologies.

eSmart Definition:

An eSmart school embraces the intelligent, safe and responsible use of information and communications technology. The school community embraces technologies while being informed of its safe use and the risks.

Cyberbullying Definition:

Cyberbullying is where communication technologies are used intentionally, repeatedly and antagonistically to harm another person or group

Aims

To:

- Reinforce that cyberbullying is unacceptable.
- Outline a set of procedures for our school community to ensure smart, safe and responsible use of technologies.
- Provide transparent school behaviour management processes to address cyberbullying, cyber abuse and other forms of unacceptable cyber behaviour.
- Ensure that all reported incidents of cyberbullying are investigated, recorded and support is provided to parties involved.
- Seek parental and peer support of cyber safety. Build upon student, staff and community capabilities with safe use of technologies.

Implementation

1. Students, teachers and parents are informed of types of cyberbullying and its consequences, both legal and personal.
2. Teachers are routinely informed of their duty of care regarding protection of students from cyberbullying.
3. The school will adopt the following four-phase approach to cybersafety:

4. **Primary Prevention:**
- The staff regularly undertakes professional development regarding cyberbullying and promoting the safe use of technologies.
- Cybersafety forms part of each student's curriculum.
- A copy of the Acceptable Use Agreement is displayed in classrooms.
- Students are required to sign an Acceptable Use Agreement for the Ultranet, Internet and Digital Technologies annually under the supervision of parent/ carer.
- Cybersafety is regularly promoted to the school community through school newsletters, forms and parent information evenings.

5. **Early Intervention:**
- This policy reinforces the importance of reporting incidents of unacceptable behaviour.

References: http://www.education.vic.gov.au/management/lol/resources/cybersafety.htm
http://www.education.vic.gov.au/management/governance/spag/safety/protection/bullying.htm

- Students are provided with individual and confidential computer and network passwords.
- Student activity on the school's computer equipment and network may be tracked.
- Safety software and firewalls eliminate inappropriate access through the school's network.
- Student use of electronic communication devices e.g. mobile phones, for out-of-school use only.
- Consequences are implemented for any student who uses such devices inappropriately during school hours.

6. Intervention:
- All incidents or allegations of inappropriate use of digital technologies are investigated and recorded in line with the school's Community Behaviour Agreement.
- Students and staff identified by others as cyber bullies will be informed of the allegations.
- Parents are contacted when their child has been involved in a cyberbullying incident.
- Mobile phones will be confiscated and held in storage if used during school hours.
- Electronic communication devices will be confiscated if used inappropriately.
- Consequences of repetitive or serious incidents of cyberbullying may include: conciliation, suspension, expulsion, criminal charges or any other consequences consistent with the school's Community Behaviour Agreement.
- The school will liaise with external agencies as required i.e. support services.

7. Restoring Well-Being:
- Appropriate strategies may include:-
- Ongoing monitoring of students use of digital technologies, including network traffic
- Identification of an agreed key contact staff member for each student involved
- Follow-up meetings regarding each child's safe and responsible use of digital technologies
- Ongoing communication with parents and monitoring of students' wellbeing
- Counselling from support officers of appropriate agencies for all parties
- Reinforcement of smart, safe and responsible behaviours.

Evaluation:

This policy will be reviewed as part of the school strategic plan review.

November 2012

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

Appendices:
Staff- privacy legislation www.privacy.gov.au
Staff- Copyright legislation www.smartcopying.edu.au
Framework for school support services- www.sofweb.vic.edu/wellbeing
Esmart- Cybersafety awareness programs will be provided annually for parents
School- Behaviour Management Plan
School- Acceptable Use policy
https://www.**esmart**schools.org.au/

References: http://www.education.vic.gov.au/management/lol/resources/cybersafety.htm
http://www.education.vic.gov.au/management/governance/spag/safety/protection/bullying.htm