



***Important terms used in this document:***

- (a) The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies.*
- (b) 'Cybersafety' refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones*
- (c) 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, ipads, laptops, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), Gaming Consoles, and any other, similar, technologies as they come into use.*
- (e) 'Cyber bullying', is bullying which uses e-technology as a means of victimising others.*

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**Rationale**

*Cyber Safety encompasses technologies such as the Internet, and electronic communication devices including mobile phones and other wireless technology.*

Swallowcliffe School has a statutory obligation to maintain a safe physical and emotional environment.

These responsibilities are increasingly being linked to the use of the Internet and Information Communication Technologies (ICT), and a number of related cybersafety issues. The Internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

Swallowcliffe School places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

Swallowcliffe School recognises that the presence in the learning environment of these technologies can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

Swallowcliffe School acknowledges the need to have in place rigorous and effective school cybersafety practices which are directed and guided by this cybersafety policy.

## **Policy**

Swallowcliffe School will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

These cybersafety practices will aim to not only maintain a cybersafe school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

## **Policy guidelines**

Associated issues the school will address include: the need for on-going funding for cybersafety practices through inclusion in the annual budget, the review of the school's site improvement plan when necessary, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about cybersafety for the school community and disciplinary responses appropriate to breaches of cybersafety.

## **Guidelines**

1. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate user agreement has been signed and returned to the school. User agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
2. Swallowcliffe user agreements will cover all employees, all students, and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, Governing Council members and other special visitors to the school.
3. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Swallowcliffe is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
4. Signed user agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
5. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
6. The school has the right to audit at anytime any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
7. Cyber safety depends on the effective practice by responsible ICT users (staff, students).
8. The safety of students is of paramount concern. Any apparent breach of cybersafety will be taken seriously. In serious incidents, advice will be sought from an appropriate source. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially

serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency who will take further action including confiscation and disposal of devices.

### **At Swallowcliffe School we take appropriate steps to protect our students**

- Educating the students to use the equipment appropriately.
- Turn off the screen.
- Report immediately to the teacher any inappropriate materials
- Refrain from accessing inappropriate sites
- Should teachers or students encounter unsuitable material it will be reported to DECD CONECT helpdesk as a matter of urgency by site administrator.

### **Steps we take to protect students**

- Use of a filtered service
- Supervision
- Planned activities
- Websites are previewed by teachers to ensure they are suitable for student's curriculum needs
- Teachers will choose the search engine
- Student use of email is supervised by an adult to make sure all emails are appropriate
- Students are taught to use the internet safely
- Students are involved in a year 7 Youth Education Program

### **Safety points for students**

- Only use your login username and password
- Do not delete files or settings
- Ask permission before using the internet or a website
- Only send approved emails
- Do not give you names or address to anyone online
- Do not enter chat rooms
- If you see anything you do not like report it to your teacher
- **If you are bullied** don't ignore the bullying tell someone you trust, never reply, ask a teacher for help

### **Cyber Bullying**

Cyber bullying is bullying through the use of communication technology like

- mobile phone text messages
- e-mails
- websites
- social media

This can take many forms for example:

- Sending threatening or abusive/ insulting comments through text messages or e-mails, personally or anonymously
- Making insulting comments about someone for example on a website, social networking site

Some of the more common types of bullying are:

- Text messages
- Pictures/videos via mobile phone cameras
- Chat room bullying
- Mobile phone calls
- Emails
- Bullying via websites

**Information for Parents:** At Swallowcliffe Primary School, we take this form of bullying seriously and will deal with each situation individually.

Technology allows the user to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. Cyber-bullying leaves no physical scars so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive and the hurt it causes can be very severe.

Incidents of known or suspected cases should be reported to the principal and where appropriate the police.

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