



## Cyber Safety Policy

### **Cyber Safety Definition:**

Cyber safety refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues. Common cyber safety issues include:

- cyber bullying
- sexting or image-based abuse
- identity theft
- predatory Behaviour.

### **Our Policy for Cyber Safety:**

We recognise our duty to students to provide a safe and positive learning environment which includes the responsible use of information and communication technologies.

It is our policy that:

- cyber safety be managed through a 'whole of community' approach involving students, staff and parents/guardians
- cyber safety and cyber bullying prevention strategies be implemented on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/guardians to recognise cyber safety issues and respond appropriately
- cyber bullying response strategies be tailored to the circumstances of each incident
- our bullying prevention, intervention and cyber safety strategies are reviewed on an annual basis against best practice.

### **Information and Communication Technologies:**

Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video.

ICT can create potentially hazardous situations if it is used inappropriately and/or illegally by students. Students have the right to learn in a safe environment, including when they have access to ICT to enhance their learning. We are committed to the responsible and educational use of ICT and to the protection of students by providing secure access to these services as part of their learning experience.

We reserve the right to monitor, traffic and review all content sent and received on our systems, and any inappropriate use by students (including participation in non-educational activities, illegal activities, tampering with or damaging computer hardware or software, or making, installing or downloading copies of software that is not licensed by us) could result in disciplinary action.



## **Student Use of Mobile Phones:**

Mobile phones can create a range of hazards, but we acknowledge that parents/guardians may wish their child to carry a mobile phone for personal safety reasons. However, the right of a student to have access to a mobile phone must be balanced with the responsibility to use it appropriately.

It is our policy that:

- mobile phones are brought at the owner's own risk. No liability will be accepted by us in the event of loss, theft or damage of the phone
- mobile phones must only be used by students before or after school
- mobile phones must be kept on silent mode and kept out of sight during classroom lessons and activities to minimise distractions
- staff should be alerted, and exceptions requested, if a student has special circumstances requiring the use of their mobile phone during school hours (e.g. health issues)
- mobile phones must not be brought into exams or class assessments (even if they are turned off or on silent mode)
- mobile phones must not be used inappropriately, or disciplinary measures could result
- phone cameras are not to be used within the grounds and, in particular, where it would be considered inappropriate such as in change rooms or toilets
- students should never photograph or record any person without their express permission.

Reports of all incidents of misuse of mobile phones will be recorded and retained on a student's file.

## **Student Use of Social Media:**

Social media refers to online tools which provide individual users and/or organisations with the ability to create and share content in online communities. We recognise the importance of social media tools as a mechanism for both individuals and organisations to engage and share information. Our students enjoy the opportunities and rewards that being a member of our community brings. It is subsequently expected that students uphold our ethos within and outside the grounds and in all social media interactions.

It is our policy that students and staff:

- use social media in a respectful and responsible manner
- refrain from acting in such a way that brings us into disrepute or in a way that harms members of the community
- not insult others or present offensive or inappropriate content
- not misrepresent us or any member of the community.

When using social media, students are expected to ensure that they:

- respect the rights and confidentiality of others
- do not impersonate or falsely represent another person
- do not use avatars or other means of hiding or misrepresenting their identity



- do not bully, intimidate, abuse, harass or threaten others
- do not make defamatory comments
- do not use offensive or threatening language or resort to personal abuse towards each other or members of the community
- do not post content that is hateful, threatening, pornographic or incites violence against others
- do not harm the reputation and good standing of us or members of the community
- do not film, photograph or record members of our community without our express permission or use film, photographs or recordings without express permission of the other parties.

A failure to abide by the above expectations may constitute bullying or may result in disciplinary action.

**Student Use of Social Media:**

Inquiries about any cyber safety issue including cyber bullying, ICT and student use of mobile phones or social media should be directed to our Principal.