Westgarth Primary School Policies

eSmart and Cyber Safety

Westgarth Primary School is a community of students, staff, friends and family working together to create a diverse, engaging and respectful learning environment.

Rationale
Westgarth Primary School recognises the importance of Information and Communications Technology (ICT) in preparing students for the future and values ICT as an integral part of the curriculum. We want our students to be confident and safe using this technology. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught with a strong partnership between home and school.

Aims
- To establish an eSmart culture which is in keeping with the values of the school
- To educate students to be smart, safe, responsible and ethical users of digital technologies
- To recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school
- To achieve accreditation as an eSmart school by meeting the criteria outlined in the eSmart system tools

Implementation
- The school will have a filtered internet service as provided by the Department of Education and Training. However, the school acknowledges that full protection from inappropriate content can never be guaranteed.
- The school will have policies in place that reflect the values of the school and expected behaviours when students use digital technologies including the internet.
- Teachers will provide supervision and direction for online activities and when using digital technologies for learning
- Teachers will implement a Prep – Year 6 cyber-safety program at the beginning of each school year and reference this program throughout the year.
- The school will provide support to parents/carers through information evenings and regular cyber-safety tips in the school’s newsletter.
- Students and their parents will sign the school’s Acceptable Use Agreement for Internet and Digital Technologies agreement. A summary of the agreement will be displayed at locations around the school where students access desktop computers, laptops and iPads. Parents/carers are requested to reinforce acceptable use for the internet and digital technologies in the home.
- Students are not to use mobile phones or other personal electronic devices within classrooms or school grounds during school hours. This is a means for prohibiting the recording and/or uploading of images, video and audio of students and/or staff to the internet including social media.
- Students will not be able to use mobile phones and other personal electronic devices during excursions, camps and extra-curricular activities without the explicit permission of the principal
- Students and/or parents/carers are advised to report an incident of cyberbullying to the school as soon as is practical to do so. Reportable incidents include when:
  - The welfare of students at the school is being threatened.
  - Websites accessed at school are deemed not suitable for our school.
Someone writes something online that makes the student, or their friends, feel uncomfortable and/or if they are asked to provide private information. Students will be educated to employ an ‘ignore, block and report’ approach to such incidents.

- Dissemination of inappropriate and/or slanderous information through digital media or any other means such as email and text messages.

- Students accidentally do something which is against Acceptable Use Agreement for Internet and Digital Technologies agreement.

- The school will respond to issues or incidents (including online issues and incidents) that have the potential to impact on the wellbeing of students and staff. Actions to be taken by the school will be in line with its Student engagement and Inclusion policy and the Department’s four-step guide for Dealing with online incidents of inappropriate behaviour affecting students: http://www.education.vic.gov.au/Documents/about/programs/bullystoppers/stepbystepconcernstudent.pdf

**Evaluation**

This policy will be reviewed as part of the school’s four-year strategic plan.
Step-by-Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students

Step 1
Identify Concerns

Is the student distressed?
A student may be distressed by events including cyberbullying, sexting, exposure to violent images or a breach of the school’s Bullying Prevention or Student Engagement Policy.

Has a student been exposed to inappropriate behaviour?
A student may have been exposed to and affected by inappropriate behaviour online. This may put them at risk of suffering significant physical, psychological or emotional harm. They may be in need of immediate protection.

Has a student engaged in inappropriate behaviour affecting ANOTHER student?
A student may have engaged in inappropriate behaviour online that may cause psychological or emotional harm to ANOTHER student(s). All students may be in need of immediate protection.

Has a student engaged in inappropriate behaviour affecting THEMSELVES?
A student may have engaged in inappropriate behaviour online that could be considered psychologically and/or emotionally damaging to THEMSELVES (e.g. self-harm). They may be in need of immediate protection.

Has the student engaged in CRIMINAL behaviour?
A student may have engaged in inappropriate behaviour online that could be deemed as CRIMINAL activity.

*Please note: An incident of concern may include one or more of the above.

Step 2
Take Action

Ensure the student is safe
If you suspect or have identified an incident of concern, it is important to find ways that the student(s) are in a safe environment.

Further inquire into the incident
Inquire into the inappropriate incident. This may include discussions with all staff and students who have been directly or indirectly involved the incident and its effects.

Step 3
Contact the Appropriate Supports

Leadership team
If your inquiry leads you to believe that a crime is real, it is NOT CRIMINAL but immediately advise and/or consult a member of the school’s leadership team to report the incident and plan the appropriate response and support.

Further, if the incident involves an employee of the school, you should contact the Principal and/or Director of Education.

The Victoria Police
If your inquiry leads you to believe that a crime is real, it is CRIMINAL, police may have occurred, contact the Police.

In such cases seek advice on contacting the parents of all students, if necessary.

If a school is unsure whether an incident should be reported, the Police will advise the school as to whether they will investigate or whether the school should handle the situation.

Security Services Unit
All reportable incidents should be reported to Security Services Unit.

If a school is unsure whether an incident is criminal or not they can also contact the Security Services Unit. This will list regional staff.
Phone: (03) 9698 8356

Step 4
Respond and Provide Support

Support all involved people
Provide reasonable and ongoing wellbeing support to all students and staff who were involved in or witness to the incident.

Refer to the School’s Policy
In responding to online incidents of inappropriate behaviour, Principals and teachers should refer to their Bullying Prevention and/or Student Engagement Policy and follow the appropriate processes and procedures.

Work with Leadership Team
In responding to online incidents of inappropriate behaviour, Principals and/or Student Engagement Policy that set out the rights, responsibilities and shared expectations of everyone in the school community, including students, parents, teachers and school staff. The policy clearly outlines the consequences for students who behave inappropriately (online and offline).

Consult Regional Staff
Contact your student wellbeing or Community Liaison Officers in your Regional Office for support.

Further Information
Remember to Record
All times you remember to:
- Record the incident, e.g. screen shots of the incident, notes from the internet.
- Record the process taken to resolve the incident (e.g. steps taken to remove content, mediation attempts).

Bully Stoppers
For more information visit DET’s Bully Stoppers website:

Contact Parents
Where appropriate, contact the parents of all students involved. If a school is unsure whether parents should be contacted, the Department’s Legal Division or Security Services Unit can assist to make a decision.

North Western Victoria Region
Send: (03) 9440 3111
Coburg: (03) 9469 9400

North Eastern Victoria Region
Send: (03) 8329 1909
Glen Waverley: (03) 8522 9380

South Eastern Victoria Region
Cranbourne: (03) 8745 5600
Moe: (03) 5127 6400

South Western Victoria Region
Ballarat: (03) 5327 8444
West Footscray: (03) 8327 8320
Coburg: (03) 5225 1600

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