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.

Approval date:	Approved by:	Next Review:	Page:
Nov 2016	School Council	Nov 2020	1 of 3

- 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.

VICTORIA State Government

B Bully Stoppers. Make a stand. Lend a hand.

Step-by-Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students

Step 1

Identify Concerns

Is the student distressed?

A student may feel distressed by events including cyberbullying, sexting, exposure to pornographic images or a breach of the school's **Bully Prevention Policy** 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 emotion 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 psycho-logically and/or emotionally damaging to THEMSELVES (e.g. sexting). 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 first make sure 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 in the incident and/or its effects.

Step 3

Contact the Appropriate Supports

Leadership team

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

The Victoria Police

If your inquiry leads you to believe that a CRIMINAL offence may have occurred, contact the Police.

In such cases seek advice about contacting the parents of all students involved in the incident.

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 alert regional staff.

Phone: **(03) 9589 6266**

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.

Each Victorian government school has developed a **Bullying Prevention and/or Student Engagement Policy** that sets out the rights, responsibili-ties and shared expectations of everyone in the school community, including students, parents, teachers and school staff. The policy clearly defines the consequences for students who behave inappropriately. (online and offline)

Work with Leadership Team

Work closely with your school's **Leadership and/or Student Wellbeing Team** to discuss strategies that can be used to respond to and support ALL students at risk from the inappropriate behaviour. This may include counselling and support or the development of a **Behaviour Support Plan** to implement targeted strategies.

Keep a record of the **Behaviour Support Plan**, make notes on any relevant observations, and review it as necessary.

For more information, visit **Behaviour Support Plans**:
www.education.vic.gov.au/about/programs/bullystoppers/Pages/teachplans.aspx.

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.

Consult Regional Staff

Contact your student wellbeing or Community Liason Officers in your Regional Office for support.

North Eastern Victoria Region

Benalla: **(03) 8392 9500**
Glen Waverly: **(03) 8392 9300**

South Eastern Victoria Region

Dandenong: **(03) 8765 5600**
Moe: **(03) 5127 0400**

North Western Victoria Region

Bendigo: **(03) 5440 3111**
Coburg: **(03) 9488 9488**

South Western Victoria Region

Ballarat: **(03) 5337 8444**
West Footscray: **(03) 8397 0300**
Geelong: **(03) 5225 1000**

Further Information

Remember to Record

At all times remember to:

- Record the incident. (e.g. screen shots of the incident, notes from the interviews)
- 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:
www.education.vic.gov.au/bullystoppers

Security Services Unit

A 24 hour/7 day a week single reference point to report emergency matters and critical incidents including criminal and unwanted activities.

Phone: **(03) 9589 6266**