

# SPRING GULLY PRIMARY SCHOOL DIGITAL TECHNOLOGIES & CYBERSAFETY POLICY

## **Definition:**

For the purpose of this policy, *digital technologies* are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

*Cybersafety* is the safe and responsible use of information and communication technology. It is about keeping information safe and secure, but also about being responsible with that information, being respectful of other people online, and using good 'netiquette' (internet etiquette).

*Cybersafety* is made up of two strands: *Cyberbullying* and *Communicating Safely*.

*Cyberbullying* involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group; intended to harm others. Bullies deliberately set out to intimidate, exclude, threaten and/or hurt others repeatedly. Bullying is a clear form of harassment. People who use the internet, email, social media, intranets, phones or similar technologies to bully others are cyberbullies and are breaking the law.

*Communicating Safely* reflects the need for students to remain safe and to be responsible for using the Internet, on all platforms, responsibly and respectfully.

## **Other related terminology:**

*Digital Footprint* refers a trail of data you create while using the Internet. It includes the websites you visit, emails you send, and information you submit to online services. The 'digital footprint' of an individual refers to a person's unique set of digital activities, actions, and communications.

*ICT Equipment/Electronic Devices* include but are not limited to computers, laptops, netbooks, tablets, storage devices, cameras, all types of mobile phones, interactive whiteboards, classroom televisions and video and audio players and receivers.

## **Purpose:**

To ensure that all students and members of our school community understand:

- a. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school.
- b. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops and tablets).
- c. the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies.
- d. our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.
- e. the roles and responsibilities of all stakeholders as digital citizens, including awareness of dangers and how to manage their online identities safely (digital footprints).
- f. what bullying is (including cyberbullying), and the fact that it is unacceptable.

- g. to provide support, information and resources to families so that they are well informed about best practice in educating and supporting their children in the online world.

### **Implementation:**

#### ***Vision for digital technology at our school***

Spring Gully Primary School understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Spring Gully Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

#### ***One-to-One Netbook Program***

For students in Grades 3-6, Spring Gully Primary School offers a one-to-one netbook program. The 'school' and 'family' co-contribute financially to provide the student with a netbook, underpinned by a written lease agreement. Students must bring a charged netbook to school each day to be used during class time for different learning activities.

Please note that our school does not have insurance to cover accidental damage to students' netbooks and as per the lease agreement, families are responsible for contributing towards the expense of any repairs that fall outside of the warranty guidelines.

Spring Gully Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. We also have a number of spare netbooks that can be loaned to students in certain circumstances.

#### ***Technology Access in the Junior School***

Students in Foundation, Grades 1 and 2 have access to a bank of school owned netbooks and iPads. School leadership manages the ratio of these devices. All devices are owned by the school and must remain at school.

#### ***Digital Citizenship and Safety***

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Spring Gully Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

Spring Gully Primary School we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom

- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Wellbeing and Engagement* policy that outlines our School Values and expected student behaviour, including online behaviours.
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their teacher immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

### ***Student behavioural expectations***

When using digital technologies, students are expected to behave in a way that is consistent with Spring Gully Primary School's *Statement of Values* and *Student Wellbeing and Engagement* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Spring Gully Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement policy*.

In severe cases or if the behaviour has been repeated over a period of time, the student's family will be contacted.

### ***Cyberbullying***

The school will adopt a four-phase approach to bullying:

#### **A. Primary Prevention:**

- Professional development for staff relating to all forms of bullying including cyberbullying, harassment and proven counter measures.
- Educate the school community about the seriousness of cyberbullying, its impact on those being bullied and how this behaviour is unacceptable
- Community awareness and input relating to bullying (including cyberbullying), its characteristics and the school's programs and response.
- Provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving.
- Provide curriculum to all students that addresses the key messages relating to student safety and digital citizenship.
- Each classroom teacher to clarify with students at the start of each year the school policies in relation to bullying and cyber safety.

#### **B. Early Intervention:**

- Encourage children and staff to report cyberbullying incidents involving themselves or others.
- Classroom teachers and the principal on a regular basis remind students and staff to report incidents of cyberbullying.
- Regular monitoring of traffic on school's computer networks to identify potential problems.
- Parents encouraged to contact the school if they become aware of a problem.
- Recognition and reward for positive behaviour and resolution of problems.

#### **C. Intervention:**

- Once identified each bully, victim and witnesses will be spoken with, and all incidents or allegations of bullying will be fully investigated and documented.
- Parents to be contacted.
- Students and staff identified by others as bullies will be informed of allegations.
- Both bullies and victims will be offered counselling and support.
- Removal of cyberbullies from access to the school's network and computers for a period of time.
- If student bullying persists parents will be contacted and consequences implemented consistent with the school's *Student Engagement and Wellbeing* policy.

#### **D. Post Violation:**

- Consequences for students will be individually based and may involve:-
  - exclusion from class.
  - exclusion from yard.
  - school suspension.
  - withdrawal of privileges.
  - ongoing counselling from appropriate agency for both victim and bully.
- Criminal charges may be laid by police.
- Support Structures.
- Ongoing monitoring of identified bullies.
- Rewards for positive behaviour.

### **Student Responsibilities**

- To sign the *ICT Users Agreement* and to abide by the school's cyber safety policy, that aims to prevent bullying and harassment.
- Ensure that all material being accessed on the internet is appropriate
- Seek clarification about accessing websites or other sources of information where they may be unsure of content.
- Ensure that student communications with other students, staff members and members of the outside community do not harass, vilify or attack personally other individuals. This includes, but is not limited to, written words and the posting of images
- Where ICT equipment devices are used out of school time, report any communications which are inappropriate to parent/guardians or a teacher.

### **Parent Responsibilities**

- Support the school in encouraging responsible communication using ICT equipment/devices.
- To discuss the details of the *ICT Users Agreement* with their child/children and to support and promote the expectations of appropriate and safe use of technology at school.

### **School Responsibilities**

- Promote safe and responsible use of ICT devices.
- Investigate and act upon all cases of misuse of ICT equipment and devices.

### **Supporting Documents**

- *SGPS ICT Users Agreements (P-2 and 3-6)*
- *SGPS Electronic Devices Policy*.
- A Step-by-Step Guide for Responding to Online Incidents of Inappropriate Behaviour Affecting Students  
[www.education.vic.gov.au/Documents/school/principals/health/lolincidents.pdf](http://www.education.vic.gov.au/Documents/school/principals/health/lolincidents.pdf)
- Office of the Children's e-Safety Commissioner <https://www.esafety.gov.au/>

### **Evaluation:**

This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle.

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

**August 2019**