

# CYBER SAFETY POLICY

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## Rationale

Cyber safety includes technologies such as the Internet, and electronic communication devices including mobile phones and other wireless technology.

Modbury High 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 cyber safety issues.

The Internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school. Modbury High 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.

Modbury High 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. Modbury High School acknowledges the need to have in place rigorous and effective school cyber safety practices which are directed and guided by this cyber safety policy.

## Objectives

Modbury High School will develop and maintain rigorous and effective cyber safety practices which aim to maximize the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimizing and managing any risks. These cyber safety practices will aim to not only maintain a cyber-safe 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.

Associated issues the school will address include: the need for on-going funding for cyber safety 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 cyber safety for the school community and disciplinary responses appropriate to breaches of cyber safety.

## Procedure/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.
2. Modbury High School 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 Modbury High School is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
4. User agreements will be included in new enrolment packs and once signed will be filed in student files.

5. The school reserves the right to monitor, access and review all use. This includes personal emails always sent and received on the school's computer/s and/or network facilities.
6. The school reserves the right to audit at any time 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 cyber safety 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.
9. If students or parents/caregivers raise concerns about online bullying outside of school hours they will be encouraged to seek advice from social media platforms/police. Advice can also be found at the following websites [www.esafety.gov.au](http://www.esafety.gov.au) and [www.carlyryanfoundation.com](http://www.carlyryanfoundation.com)

At Modbury High 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 DfE CONNECT 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
- Students training to increase awareness on how to use the internet safely

#### **Safety points for students**

- Only use your login username and password, never share your credentials or write them down
- Do not delete files or settings
- Do not give you names or address to anyone online
- Ask permission before taking anybody's photo
- If you see anything you do not feel comfortable with report it to your teacher
- If you are bullied don't ignore the behaviour, 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
- emails
- websites
- social media

This behaviour can take many forms for example:

- Sending threatening or abusive/insulting comments through text messages, photos 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/Caregivers

At Modbury High School, we take this behavior 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.