



# Ashby Primary School

## Cyber Safety Policy

<b>Ratified on:-</b>	<b>Review Date:-</b>
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### **RATIONALE:-**

Ashby Primary School embraces and places a high priority on providing the school with digital learning facilities and Information Communication Technology (ICT) devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

However, Ashby Primary 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 thus acknowledges the need to have in place rigorous and effective school cyber safety practices, which are directed and guided by this cyber safety policy.

At Ashby Primary School, 'Cyber Safety' means that all ICT stakeholders are learning, teaching and interacting safely and confidently without being intimidated, bullied, vilified, discriminated against, or harassed.

### **POLICY:-**

Ashby Primary School will develop and maintain rigorous and effective cyber safety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising 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.

### **GUIDELINES:-**

- All members of the Ashby Primary School community are to promote the safe and responsible use of technology and internet/online use.
- Ashby Primary School Cyber Safety principles are to reflect the school's T.E.R.R.I. values



of Thinking, Enjoying, Reflecting, Resilience, and Including.

- Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Ashby Primary School is to be heavily focused towards educational and professional development usage appropriate in the school environment.
- To ensure that all members of the Ashby Primary School community are aware of their responsibility to use, model and share appropriate behaviours when using technology and engaging in online spaces either within, or as part of, Ashby's online network.
- For all members of the Ashby Primary School community to champion the use of digital technologies and Internet use by using it appropriately and effectively and in a manner that ensures the safety and wellbeing of all.

#### **IMPLEMENTATION:-**

- Explicit education regarding Cyber Safety teachings at Ashby Primary School is to align with the schools wellbeing and Engagement Policy.
- All members of the Ashby Primary School community are to adhere to the schools Internet Policy as well as the schools Digital Learning Acceptable Use Agreement and Internet Policy, both to which this cyber safety policy aligns.
- Ashby Primary School is responsible for sourcing and implementing relevant and appropriate programs, initiatives and strategies that support positive online behavior and behavior with technology. This will include however is not limited to a range of strategies listed:
  - classroom based explicit instruction,
  - interactive online sites and spaces,
  - school staff professional learning and development,
  - parent/caregiver information sessions facilitated by Ashby Primary School and external providers.
- Ashby Primary School is to have received its eSMART certification via the Alana and Madeline Foundation with the implementation of this recognition reviewed and amended as needed.

#### **PREVENTION:-**

- Ashby Primary School will monitor and review all technology, internet, and online usage by all those who access the schools internet and network.
- Ashby Primary School has the right to monitor and audit any device connected to the school provided Internet and or network as in the best interest of the safety and wellbeing of students, staff or the wider community.
- The school has 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 if required due to specific reasons, i.e. Occupational Health and Safety.

### **INTERVENTION:-**

The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of this cyber safety policy.

- As part of their ability to impact and influence the cyber safety practices at Ashby Primary School, all stakeholders will be advised to report immediately any know breaches of technology/internet use to staff of the school.
- Any incidences or allegations that Ashby Primary School's technology and or internet has been used to cause harm to another person will be thoroughly investigated by members of the schools leadership team.
- Significant breaches made by, or against, Ashby Primary School community stakeholders will cause for action to be immediately taken and all relevant parties notified immediately.
- Where a breach of use is deemed to be highly serious and or illegal, the Department of Education's Ethics Branch and or Legal Branch will be contacted for advice, support and action.
- The school responses to apparent breaches internally will involve strict dialogue to be taken with all relevant persons involved. Subsequent action may be taken as a result and consequences and actions taken accordingly. All actions will be documented and the progress and wellbeing of those affected will be monitored, evaluated and support given where necessary.
- Where cyber bullying has taken place and evidence of this is in existence, counseling and support will be offered to all those involved.

### **DEFINITIONS:-**

- Bullying is when a person or group of people deliberately upset another person, hurts another person; damages another person's property, reputation or social acceptance on more than one occasion.
- Cyber Bullying is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or persons using the Internet, digital



technologies (for example: mobile phones or tablets), social media or social networking sites such as Facebook and Twitter, or any other type of digital technology.

- Cyber Safety is the act of taking precautions to protect and maintain anonymity of your own and/or another person's security and wellbeing when connecting and interacting with people in an online environment.
- Digital Citizenship is a set of skills and behaviours required to be a successful learner, confident individual and effective contributor in today's digital age.
- Digital Literacy is the knowledge, skills and behaviours required to use a broad range of digital devices to critically navigate, evaluate and create information and develop new social and economic opportunities for oneself and others in the community.
- Digital Technologies are electronic devices, systems and resources that generate, store or process data. In this document it includes, but is not limited to, computer workstations, notebooks, cameras, smart phones, tablets, video and audio players/recorders, social media and networking sites and cloud solutions.
- eSmart means knowing how to guard against security and privacy risks online, download content in a legal and ethical way, research and reference information, as well as manage reputation and relationships in cyberspace (The Alannah and Madeline Foundation).
- Social Media is computer-mediated services that are used as a means of supporting interactions among people and organisations in which they create, share and exchange information and ideas (for example: Twitter, Facebook, Tumblr, Snapchat).

#### **EVALUATION:-**

Ashby Primary School should evaluate the policy:

- As part of a schools review of strategic or annual implementation plans
- As part of the schools review of the 3 Year Digital Learning Strategy (Currently being developed)

#### **CERTIFICATION:-**



The policy was ratified at the School Council meeting held at Ashby Primary School on the \_\_\_\_\_ day of \_\_\_\_\_ 201\*

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
(School Council President) (School Principal)