Cybersafe Policy

"Donald High School is a Child Safe School"

Last Update: 2023	Review Schedule: 2025

Rationale:

In an endeavour to maintain a safe physical and emotional environment for staff and students the use of the Information, Communication and Learning Technologies (ICLT) needs to be taken into consideration with respect to cybersafe issues. The internet provides great benefits to teaching and learning programs as well as for the effective operation of the school. However the presence of these learning technologies can also facilitate anti-social, inappropriate or even illegal behaviour and activities. This includes cyberbullying.

Policy:

Donald High School is an e-Smart school.

Donald High School will develop and maintain effective cybersafe practices which aim to maximise the benefits of the internet to student learning whilst minimising and managing risks.

These cybersafe practices will aim to not only maintain a cyber safe school environment but also address the needs 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.

Early each year students will revisit the cybersafe policy in either an IT class or form assembly and be required to sign a consent form, along with their parents, agreeing to abide by the rules about the appropriate use of ICLT devices at Donald High School.

Students have a responsibility to use all Information, Communication and Learning Technologies appropriately. ACCESS IS A PRIVILEGE NOT A RIGHT.

The following are guidelines for acceptable and appropriate online behaviour:

- The school's name, motto, crest logo and uniform must not be used in any way which would result in a negative impact for the school and its community. Students must not post photos of either themselves or other students which clearly identify them as members of the Donald High School community and should be aware of the potential repercussions of posting photos taken during any school sanctioned activity.

- Members of the school community also have a responsibility to ensure that all online communications are in keeping with the school's expectations in relation to appropriate and respectful interactions with teaching and non-teaching staff. Students will not post inappropriate comments about individual staff members which if said in person would result in disciplinary action being taken.

- Cyberbullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, phone messages, digital pictures or images, or Web site postings (including blogs).

- Inappropriate use of ICLT devices includes:
  The forwarding of private emails, messages, pictures, videos or otherwise inappropriately communicating personal or private information belonging to another person; logging on and pretending to be someone else; sending sexually explicit images ('sexting') and intentionally excluding others from an online group. If this occurs either during school time or after school hours, (where we believe its impact will constitute a breach of school policy), a student will be subject to disciplinary action. Students must be aware that in certain circumstances where a crime has been committed, they may also be subjected to a criminal investigation by Police over which the school will have no control.

- Students who feel that they have been victims of such misuses of technology should save and store the offending material on their computer, mobile phone, or other device. They should then print a copy of the material and

immediately report the incident to a teacher. Staff who may have been cyberbullied or threatened online should also immediately report such incidence to the school Principal.

- All reports of cyberbullying and other technology misuses will be investigated fully and may result in a notification to the Police. School sanctions may include, but are not limited to, the loss of computer privileges, detention, and suspension.

Mobile Phones: Mobile phones are not to be accessed at school between 8.45am – 3.25pm unless direct supervision is given by a Year Level Coordinator or member of the School's Staff Leadership Team. If a student wants to hand in their mobile phone for security reasons, it may be left in the Office or with the teacher in charge.
If students are caught in possession of a mobile phone during school time, it may be confiscated, and left at the Office, and a parent will have to come and pick it up.
This policy and procedures are to be applied in conjunction with the whole school behaviour, conduct and Internet User policies. **This policy will be reviewed every two years.**

Expectations for the use of ICLT Devices
The Role of Students
Students are responsible for good behaviour on school computer networks. Communications on the information networks are often public in nature and general School rules for student behaviour, conduct and standards of communication will apply. There are laws which govern the use of electronic communication systems in Australia and internationally and these must be obeyed.
Individual users of the school computer networks are responsible for their behaviour and communications over those networks. It is assumed that users will comply with school standards and will honour the agreements they have signed.
Because of the high cost of communication outside the designated monthly hourly allocation, students must take care not to waste resources or carelessly, or deliberately run up communications costs.
The Role of Staff
The school expects that staff will incorporate appropriate use of such information through the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources.
This will include staff facilitating students accessing information in support of, and to enrich the curriculum, while considering the varied instructional needs, learning styles, abilities and developmental levels of students.
The Role of the School
Donald High School believes that it is crucial that students be exposed to the potential of the Internet, particularly given our rural isolation with regard to information sources. The school must, however, take a role in teaching students about the issues of responsible choice with regard use of the Internet.
As required, students will be taught how to access the Internet and how to make use of its potential in a cost-efficient manner and will also be educated in issues to do with responsible use of the Internet and other information and learning technology devices. Donald High School will make every effort to prevent student access to inappropriate materials on the Internet, but it cannot guarantee that they will not encounter pictures or references that are objectionable.

Glossary of terms used:
Cyberbullying: *"is a way of delivering covert psychological bullying. It uses information and communication technologies to support deliberate, repeated and hostile behaviour, by an individual or group that is intended to harm others" Belsey* 2007)
ICLT – refers to the term Information, Communication and Learning Technologies.
'**Cybersafe'** refers to the safe and responsible use of the Internet and ICLT equipment/devices, including mobile phones.
'School ICLT equipment / devices' refers to the school's computer network, Internet access facilities, computers, and other school ICLT equipment/devices as outlined below.
'ICLT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDA's), storage devices (such as USB and flash memory devices, CD's, DVD's., floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), Gaming Consoles, and any other similar technologies as they come into use.

The attached Parental and Student Consent forms to use the Internet must be signed <u>after</u> reading the cybersafe policy and expectations for the use of ICLT devices.

Donald High School

Parental Consent to Use the Internet and other Information, Communication and Learning Technology Devices (ICLT) - including mobile phones.

Dear Parents/Guardians

With your permission, your child may be involved in exciting projects this year using the Internet or other ICLT devices. Your child will have access to anyone in the world with an Internet account. Along with this privilege we will expect your child to show respect for the technology and use it appropriately {*according to the Cybersafe Safety Policy and expectations for the use of ICLT devices*} or they will forfeit this opportunity. Your child may be involved in sending emails or producing World Wide Web pages. If you have any questions or concerns, feel free to contact the school.

Parental Permission
I have read and understand the Donald High School Cybersafe Policy and agree to support the policy guidelines. After reading the attached material I **give / do not give** permission for
………………………………………………………………………………………………………
               (Student Name)
to access, produce and communicate information using ICLT devices. This includes the use of the internet. I understand and agree that the misuse of the privilege by my child will result in suspension of their access privileges to the Internet or other ICLT devices for up to 100 school days, or confiscation of the device as outlined in the policy.

Parent Signature: ....

Photo Publication
We use the internet at school in a responsible manner. We often use photos on our website to promote the school and its achievements. Also, the school attaches the fortnightly newsletters to this website and the newsletter frequently contains photos of events. We attach photos but not names to these photos. When considering your response below it is also worth considering that many students have **Facebook** sites that contain photos, and many are less rigorously controlled than those the school would be posting.
I **give / do not give** permission for ....'s photograph to be published on the Internet.   (Student Name)

 *Cross out the inapplicable

 Parent Signature: …………………………………………………..

Student's Undertaking for the Use of the Internet and other ICLT Devices

I,………………………………………………………………....of Year……….agree to obey all the rules associated with the use of ICLT devices and the Internet at school. I also understand that if I breach these rules, I will be banned from using the Internet facility or other ICLT devices at school for up to 100 school days. In the case of mobile phone misuse, I agree to the consequences outlined in the mobile phone policy.

 Signed: ....……………………………   Date………………… (Student)