



CYBERSAFETY POLICY

ACCESS AND BEHAVIOUR

The issue of Cybersafety is goes beyond a school issue. It is a community concern and we must present a united front. This means involving parents and the wider community in our efforts to keep our children safe while “surfing the net”.

The school will provide:

- supervised use of technology which allows access to messaging services and to the internet in an educational setting
- ongoing lessons and guidance for the students in Cyber Safety
- classes in “netiquette” in order to develop acceptable behaviours when online
- high expectations that these collaborative guidelines will be adhered to
- well maintained and filtered internet access
- provide information to parents on a regular basis
- information about community meetings for parents and children
- well-maintained ICT equipment that is for educational purposes appropriate to the school environment

While every reasonable effort is made by Darraweit Guim Primary School, it’s Internet Provider and DEECD administrators to prevent children’s exposure to inappropriate content when using the department’s online services; it is not possible to completely eliminate the risk of such exposure

The school will expect:

- an acceptable standard of behaviour from all children when using ALL technologies within school premises or whilst using school based communication systems (e.g. school based email)
- that all parents and children to have discussed, signed and returned the appropriate users agreements
- the ICT equipment provided is used for educational environment
- that ICT equipment either owned or leased either partially or wholly by the MPS and used on or off the site is used according to these guidelines
- that all students, parents and teachers will abide by school determined netiquette
- that any breaches of this code will result in investigation and possible withdrawal of privileges
- material sent and received using the network may be monitored, and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

USER ID AND PASSWORDS

Although Darraweit Guim Primary School accepts the premise that all passwords must be kept private the Principal and the ICT Co-ordinator must have access to student passwords in order to systematically monitor student accounts for unacceptable behaviour.

Username and passwords used on the Darraweit Guim Primary School Network must be

- age appropriate to the children in the school
- must be submitted to the ICT co-ordinator. They will be kept in a secure and confidential place and not displayed
- must not be included in log-on scripts or other automated log-on processes
- students must not disclose their personal passwords to any other person (other than the ICT co-ordinator if the password is to be used on the Darraweit Guim Primary School network)
- where other users are authorised to use group user-IDs, the password must not be disclosed to unauthorised people
- students will be accountable for any inappropriate actions (e.g. bullying, accessing or sending inappropriate material) undertaken by someone using their personal user-ID
- the use of shared group user-IDs will occur only in special circumstances and only after approval from the principal ICT Co-ordinator.

APPROPRIATE BEHAVIOUR AND USE

Darraweit Guim Primary School expects everyone who uses their network will act in accordance with the guidelines and has the right to withdrawal access to any individual who displays inappropriate behaviour.

Whilst using the Darraweit Guim Primary School network:

- students may use the Internet only for learning related activities that are approved by a teacher
- students must not cause interference or disruption to other people or equipment
- students and teachers may not access or distribute inappropriate material.

This includes:

- distributing spam messages or chain letters
- accessing or distributing malicious, offensive or harassing material, including jokes and images
- bullying, harassing, defaming or giving offence to other people
- spreading any form of malicious software (eg viruses, worms)
- accessing files, information systems, communications, devices or resources without permission
- using for personal financial gain
- using non-approved file sharing technologies (eg Torrent)
- using for non-educational related streaming audio or video
- using for religious or political lobbying downloading or sharing non-educational material
- all students must have annual access to developmentally appropriate child protection curriculum.
- if a student requires a mobile phone whilst at school it should be handed to the teacher and then collected at the end of the day
- no private computers will be allowed to access the Darraweit Guim Primary School Network.

ACCEPTABLE USER

Darraweit Guim Primary School is acutely aware of its duty of care to the students in its care and will faithfully attempt to carry out that responsibility to the very best of its ability. In order to successfully and fairly carry out this goal it will require a signed acceptable user document from every student in respect to:

- Students agree to never meet anyone in person that they have communicated with online and to alert a trusted adult about anyone requesting to meet them in person.
- Students understand that they are responsible for everything they write online and that their responses will be seen by a global audience. Their responses must be their own original work.
- Students will respect the opinions of others and use only school-appropriate language when responding to others.
- Students will report to parents/caregivers/legal guardians and teachers any responses or inappropriate words or actions from people outside the class and the school [or preschool] network immediately. **STUDENTS WILL NOT RESPOND TO THESE POSTS.**
- Students in partnership with their teachers will proofread their responses before posting them.

Darraweit Guim Primary School is proud of its students and their work therefore will wish to publish photographs and/or work samples online. Therefore in accordance with our duty of care all parents are given the right to approve the educational publication by signing a release form that clearly lays out the conditions in which the images/work sample is to be published. These conditions will include:

- The image of any child, who has a signed user agreement, may be reproduced either in colour or in black and white.
- The school will not use your child's image or samples of your child's work for any purpose other than for the education of children or for the general promotion of public education and the school
- The school is able to publish images of your child and samples of your child's work as many times as it requires
- The school will publish only the first given name of the child. Family names will not be revealed.

RESPONSIBILITIES OF PRINCIPAL AND EDUCATORS

The Principal and the ICT Co-ordinator must

- approve the posting of any information to Internet web pages, news groups, web-based forums etc. and ensure it conforms to minimum standards
- ensure that private information is not accessible on any publicly available web page. This includes the requirement
- that images should never include any names identifying any of the children/students in images
- gain written permission from parents before publishing video, photographs, comments or work samples of their child
- report to VICPOL any incident suspected to be an e-crime and provide to the investigating officer confiscated evidence
- inform parents and educators of the existence of these guidelines and the information provided by the Australian Communications and Media Authority (ACMA)
- provide a direct link from the school's website to the websites of the ACMA, Kids Helpline and Bullying No Way
- if there is no signed permission form that student's image will not be displayed
- advise parents that, while Darraweit Guim School will make every reasonable effort to provide a safe and secure online learning experience for children and students when using DEECD online services, Internet filtering is not 100 per cent effective and it is not possible to guarantee that children and students will not be exposed to inappropriate material
- inform parents that Internet browsing by their child at home or from other non-DEECD sites will not be filtered or monitored
- access safeguards, such as the Internet filtering
- ensure log-in scripts remind children, students and staff of their responsibilities when using Darraweit Guim Primary School internet service
- encourage educators to attend the Cybersafety Professional Development for Educators programs

Educators must:

- observe a duty of care - this means they will take reasonable care to protect students from foreseeable risk of injury when using the internet for educational purposes
- provide appropriate supervision for students when accessing the internet and other web-related collaborative tools
- design and implement appropriate programs and procedures to ensure the safety of children and students
- teach children and students about dangerous situations, materials and practices
- fulfil their responsibilities to deliver child protection curriculum within whole of site planning for such delivery
- must make a mandatory notification to the Child Abuse Report Line if child abuse or neglect is suspected

Educators should:

- teach strategies for personal safety and advise children and students that they should not reveal personal or identifying information including names, addresses, financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others
- teach responsibilities associated to intellectual property and copyright law and ethics, including acknowledging the author or source of information that is used
- use of a range of cyber-safety resources