Rationale:

This policy forms part of the Footscray West Student Engagement Policy and Student Code of Conduct

Footscray West Primary School (FWPS) has an obligation to provide a safe, secure and caring environment. FWPS maintains a zero tolerance policy to the bullying of students and staff.

Aims:

To establish, clear expectations for the FWPS community about cyber (online) safety.

Definitions:

Cyber safety refers to safe and desirable practices in online environments and the use of electronic and ICT equipment devices.

ICT Equipment/devices in this document includes, but is not limited to, computers, laptops, tablets, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, and any other technologies as they come into use.

Cyber Bullying involves the unwanted use of electronic equipment devices to harass and cause discomfort to other members of the school community.

Implementation:

Being involved in online spaces requires students to behave responsibly - for themselves and others. This includes:

- the language they use and the things they say
- how they treat others
- respecting people's property (e.g. copyright)
- visiting appropriate places.

Behaving safely online means:

- protecting their own privacy and personal information
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting a parent/guardian or teacher know if something is 'not quite right'

These principles of safety and responsibility apply to internet and social media use at home and school.

Footscray West Primary School will:

- provide students with an awareness of the benefits and risks of using ICT
- integrate cyber safety education into the curriculum with other school safety issues
- promote staff awareness of the professional responsibilities for students’ safety in the area of cyber safety
- provide professional learning in regarding cyber safety issues
- provide information for parents through avenues such as the school: information nights, newsletter, website, and posters
Student Responsibilities

- To sign an agreement 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 explain the internet use permission form to their child/children

School Responsibilities

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

School based actions and consequences

- In accordance with the Student Engagement Policy, Student Code of Conduct and Department guidelines.

Evaluation:

- This policy will be reviewed annually.

Supporting Documents

Footscray West Primary School Student Engagement Policy
Student Code of Conduct
Internet Use Permission – Student Agreement
Parent Information on Internet Usage
A Step-by-Step Guide for Responding to Online Incidents of Inappropriate Behaviour Affecting Students

This policy was last ratified by School Council in.... November 2015