



# Cyber Safety Policy



## Rationale:

Footscray West Primary School (FWPS) has an obligation to provide a safe, secure and caring environment. This responsibility is increasingly connected to digital technology, and ensuring that there is an awareness of the dangers associated with it. 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:

**Bullying** is when a person or group of people deliberately upsets, hurts or damages another person's property, reputation or social acceptance on more than one occasion.

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

**Cyber Bullying** involves the use of electronic devices to harass and cause discomfort to others.

**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, tablets, social media and networking sites and cloud solutions.

**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.

## 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)
- accessing appropriate content.

*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 all internet and social media use during and after school hours.

## **Footscray West Primary School will:**

- provide students with an awareness of the benefits and risks of using digital technologies
- 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 / information to all stakeholders with regards to cyber safety issues
- provide information for parents through avenues such as: information nights, newsletter, website, and posters
- liaise with outside agencies to offer education programs.

### **Staff Responsibilities**

- Model appropriate behaviour when using digital technologies in their day to day practice
- Establish protocols for safe, respectful and responsible use of technology and make them visible in their learning spaces.
- Monitor student use of digital technology
- Use digital technology and internet in accordance with the DET Acceptable Use Policy for ICT systems
- To respect the copyright and licensing laws with respect to software, information and other materials sourced from the internet
- Staff members are strongly advised not to accept students, past students of school age or current parents as friends on social networking sites.

### **Student Responsibilities**

- To sign an agreement (students years 3-6) to abide by the school's cyber safety policy
- Ensure that all content being accessed on the internet at school is appropriate
- Seek clarification about accessing websites or other sources of information where they may be unsure of content
- Students will not harass, vilify or attack personally other individuals when communicating with other students, staff members and members of the outside community. This includes, but is not limited to, written words and the posting of images
- Students will report any online communications that are inappropriate to parent/guardians or a teacher

### **Parent Responsibilities**

- To ensure that all online communication by their child is appropriate and abides by the school's cyber safety policy
- To explain the cyber safety policy to their child/children
- To sign the Acceptable Use Agreement on behalf of their child, on enrolment at the school, giving permission for their child to access digital technologies.
- To respect the privacy of students, staff and members of the school community through only authorised uploading, recording or filming.

### **School Responsibilities**

- Promote safe and responsible use of digital technology devices.
- Investigate and act upon all cases of misuse of digital technology 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

Department of Education and Training website:

<http://www.education.vic.gov.au/school/principals/health/Pages/lo.aspx>

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

<http://www.education.vic.gov.au/Documents/school/principals/health/loincidents.pdf>

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

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