



Cybersafety and Responsible Use of Digital Technologies Policy

Cyberbullying is the use of technology to bully a person or group with the intent to hurt them socially, psychologically or even physically. Right now there are many young people being cyberbullied. By reporting it, talking about it and supporting each other we can stop it.

Australian Government Office of the Children's eSafety Commissioner

Rationale

The establishment and maintenance of a safe physical and emotional environment for staff and students is a key responsibility and priority for St Louis de Montfort's. This responsibility is increasingly being linked to the use of Digital technologies; incorporating computers, the Internet, as well as mobile devices.

St Louis de Montfort's is committed to ensuring our students have access to a range of digital tools as well as to a range of online learning environments. Within the school environment, any digital access to learning occurs under the umbrella of our filtering system, Zscaler, which is managed by MACs. This provides a regularly updated system to ensure students or teachers aren't exposed to any content that makes them feel uncomfortable.

The school's Cybersafety and Responsible Use of Digital Technologies Policy encompasses agreements, procedures, related to cybersafety, cyberbullying, cyber-risks, and the use of ICT tools. We are committed to establishing a school community environment which models *The National Safe Schools Framework* vision of:

All Australian schools are safe, supportive, and respectful teaching and learning communities that promote student well-being (NSSF, 2013)

Students are enabled to engage in online learning by their teachers which is supported through the use of focused and targeted learning opportunities to ensure they understand how to use these tools safely and responsibly.

We believe that learning in a digital environment can have a positive impact on improving student outcomes as well as contribute to the effective operation of the school. However, we recognise that the presence of these technologies can also facilitate bullying, anti-social, inappropriate, and even illegal behaviour and activities. Whilst we aim to maximise the benefits of these technologies, we are also focused on minimising potential dangers and managing the risks related to Cybersafety issues.

Policy

St Louis de Montfort's Vision statement outlines our commitment to developing and maintaining a positive school community by providing students with a friendly, caring, supportive and safe environment which maximises their engagement, sense of belonging and connectedness to school. We encourage our students to look at learning in different ways and provide them multiple opportunities to **Dare to Learn**. We place a strong emphasis upon developing social and emotional learning for students so that they recognise and manage emotions, promote care and concern for others, make responsible decisions, establish and maintain positive relationships, and develop resilience. This is encompassed through teaching and learning associated with student's and teacher's opportunities to **Dare to Love**. We recognise the student role in maintaining safe online practices and provide opportunities for them to share this learning when they **Dare to Lead!**

In order to realise this vision, St Louis de Montfort's school will develop and maintain rigorous and effective Cybersafety practices which aim to maximise the benefits of Digital technologies to student learning, whilst minimising and managing any risks.

These Cybersafety practices will aim to not only maintain a cybersafe school environment but also 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 emerging technologies.



Cybersafety

St Louis has made a strong commitment to the following in order to achieve a Cybersafe teaching and learning environment;

- Design and delivery of Cybersafety programs in the curriculum from Prep to Year 6 utilising approached such as the eSafety Commissioner's '[Prepare, Engage, Educate Respond](#)' model
- Provision of current education about Cybersafety for the school community
- Provision of professional development for staff to improve their knowledge and understanding of Cybersafety issues
- Provision of training and information nights for families to improve their knowledge and understanding of Cybersafety issues
- Ongoing funding for Cybersafety practices within the school's annual budget
- Reference to Cybersafety in all Acceptable Use Policies for students, staff and parents
- Inclusion of Cybersafety breaches and appropriate discipline responses within the school's Discipline Policy
- Availability of appropriate pastoral support to victims of Cyberbullying or breaches to Cybersafety

St Louis de Montfort's school takes seriously its responsibility in providing robust policy, guidelines, Acceptable Use policies and education for students and teachers in relation to what is deemed acceptable and appropriate online behaviours. Members of the school community, including parents, also have a responsibility to ensure that all online communications are in keeping with the schools expectations in relation to appropriate and respectful interactions with students, teaching and non-teaching staff.

Neither the School's network nor the broader Internet [whether accessed on campus or off campus, either during or after school hours, via any application] may be used for any purpose other than that which it was designed.

Digital Technologies

St Louis de Montfort's school strives to provide our students with access to contemporary digital tools which help to maximise their learning. This includes the use of Chromebooks, as well as iPads. Each of the devices students interact with provide an intended learning purpose and students are informed of this by a teacher. Alongside the use of these devices, students are exposed to learning opportunities which help them to build 21st century capabilities and skills which will support their future learning.

As part of their learning, students and teachers consider which device is appropriate for which learning task and how they can ensure it is used in a safe and responsible way. As part of this process, families, students and teachers read and sign our *Acceptable Use Policy* at the beginning of each year to ensure they are aware of the school expectations as well as role and responsibilities when interacting online.

This policy also serves to recognise the misuse of technology and the consequence of these actions. This is stated below.

Consequences for misuse

Consequences for misuse and not adhering to the Acceptable Use Policy are.

Offence 1 – confiscation of the device for one school day

Offence 2 – confiscation of the Chromebook for three school days

Offence 3 – confiscation of you're the device for a week and removal your digital licence until you can show you are using it responsibly for a period of 2 weeks.



Cyberbullying

St Louis de Montfort's school does not tolerate Cyberbullying in any form.

"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)

Cyberbullying includes, but is not limited to, the following misuses of technology:

- harassing, teasing, intimidating or threatening another person by sending or posting inappropriate and hurtful e-mail messages, images, audio, videos or social networking posts
- sending and receiving naked or sexually explicit images instant messages, text messages, phone messages, digital pictures or images, videos or Web site postings (sexting)
- forwarding of private emails, messages, pictures or videos
- inappropriately communicating personal or private information belonging to another person
- logging on and pretending to be someone else
- creating an online account using someone else's identity and imitating them online
- intentionally excluding others from an online group and
- nasty online gossip and chat

These and other misuses of technology in cyberspace are unacceptable. If this occurs either during school time or after school hours, this will constitute a breach of school policy and as such a student or teacher will be subject to disciplinary action. Students and teachers 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 and teachers who feel that they have been the victims of such misuses of technology should collect evidence and save and store the offending material on their computer, mobile phone or other device. They should then print a copy of the material or email it, and immediately report the incident to a teacher and the school Principal. Staff who may have been cyberbullied or threatened online should immediately report such incidents to a member of the School Leadership Team.

All reports of cyberbullying and other technology misuses will be investigated fully and may result in a notification to Police where the school is legally obliged to do so. Sanctions may include, but are not limited to, the loss of computer and/or iPad privileges, detention, suspension, or expulsion from the School.

This policy is to be read in conjunction with the school's *Acceptable Use* policies for both students, parents and staff, *Digital images* policy, *Discrimination free Workplace* policy and *Behaviour Management* policy.

Additional Cybersafety information is available online at
<https://esafety.gov.au/esafety-information/esafety-issues/cyberbullying>.