

Oatlands Primary School

CYBER SAFETY AND RESPONSIBLE USE OF DIGITAL TECHNOLOGIES POLICY

This policy outlines measures Oatlands Primary School must take to support students to engage with digital technologies in a safe and responsible way.

Rationale

Oatlands Primary School has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. These three responsibilities are increasingly being linked to the use of the Internet and ICT/digital technologies, and a number of related Cyber Safety issues. The Internet and digital technologies equipment bring great benefits to our school's teaching and learning programs, and to the effective operation of the school.

Oatlands Primary School places a high priority in providing the school with Internet facilities and ICT equipment/digital technologies, which will benefit student learning outcomes, and the effective operation of the school.

Oatlands Primary School recognises that the presence in the learning environment of these technologies, some provided partly or wholly by the Department of Education and Early Childhood Development (DEECD), the school and some privately owned by staff, students and other members of the school community, can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

Oatlands Primary School acknowledges the need to have in place rigorous and effective school Cyber Safety practices, which are directed and guided by this Cyber Safety Policy.

Policy

Oatlands Primary School must ensure that digital learning is conducted in a safe and responsible manner by staff and students and the use of online environments for educational purposes, are appropriate and balanced. Oatlands Primary School also has a responsibility to educate young people about responsible online behaviour.

To manage risk and support the safe and responsible use of digital technologies, the following areas need to be considered when planning for digital learning:

- Oatlands Primary School will develop and maintain rigorous and effective Cyber Safety practices which aim to maximise the benefits of the Internet and school and student owned ICT equipment.
- Student learning with digital technologies is an effective operation of the school, while minimising and managing any risks.
- These Cyber Safety practices aim to address the needs of students and other members of the school community when receiving education about the safe and responsible use of present and developing ICT.
- To develop a Cyber Safe school environment, the Oatlands Primary School

Technology Learning Specialist will develop and implement appropriate management procedures, practices, electronic systems, and educational programs across the school.

- The Oatlands Primary School Technology Learning Specialist will review the School's annual implementation of ICT curriculum and policies, to be up to date with the most relevant information.
- The school's Cyber Safety Practices are to be based on information contained from the following resources:
 - **The eSafety Commissioner**
<https://www.esafety.gov.au/> — the office provides a range of up-to-date information and resources, coupled with a complaints system to assist children who experience serious cyberbullying and image-based abuse
 - **Cyber Safety Project**
<https://www.cybersafetyproject.com.au/> - support student learning with curriculum based resources. Families are encouraged to use this site to enhance our overall community approach to Cyber Safety.
 - **Bully Stoppers**
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx> — supports students, parents, teachers and principals in working together to make sure schools are safe and supportive places
 - **Classroom Resources**
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/classresources.aspx> — links to downloadable classroom activities, videos, interactive learning modules and quiz, advice sheets and other useful resources to use in the classroom
 - **eSmart**
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/esmart.aspx> — assists schools to develop a culture that promotes the safe, smart and responsible use of technology
- No individual may use the school Internet facilities and school-owned/leased ICT/Digital Technologies equipment in any circumstances unless the appropriate user agreement has been signed and returned to the school.
- User agreements also apply to the use of privately-owned/leased ICT equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
- Students and families will read, sign and adhere to the school's annual Acceptable Use Agreement, Google Apps for Education Consent, Digital Media Consent Form and our BYOC Consents. No use of digital technologies/ICT equipment will be used unless this is undertaken.
- For those who do not follow all policies and agreements, regarding use of devices, appropriate use and online safety, consequences will be actioned.
- Use of the Internet and the ICT equipment by staff, students and other approved users at Oatlands Primary School is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual user agreements.
- The school has the right to monitor, access and review all ICT use. This includes personal emails sent and received on the schools computer/s and/or network

facilities.

- The school has the right to audit at any time any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT equipment used on the school site or during any school related activity.
- Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Victorian Privacy Laws, the Information Privacy Act 2000.
- The safety of children is of paramount concern. Any apparent breach of Cyber Safety will be taken seriously.
- The response to individual incidents will follow the procedures developed as part of the school's Cyber Safety practices. In serious incidents, advice will be sought from an appropriate source. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases.
- If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

Sexting

Sexting is defined as sending sexually explicit messages, photos or videos electronically. In Australia it is illegal to take, possess or transmit (share via technology) a naked image of a person under eighteen years of age. Images and photos that include naked children are not necessarily child pornography. It depends on what the children are doing in the photos and videos.

There are four ways students may be involved in incidents involving naked images or videos:

- students may be featured in the naked image or videos
- students may have created the naked images or videos
- students may have emailed the naked images or videos
- students may have received and kept the naked images or videos

All of these examples are against the law.

It is important to remember that there is a difference between children playing (and taking photos and videos) when they are naked and the creation of sexualised images of naked children.

School Procedure for Responding to Naked Images and Videos

1. Meet with some or all of the parents/guardians involved
2. Provide advice to the parents, including: referral to the eSafety Commissioner, for further information referral to the local police if online grooming, rather than an encounter with another child, call 000 if we believe children are in immediate danger, and/or suggest the child might need to visit their GP and get a referral to a psychologist.
3. Endeavour to ascertain where the images may now be.

This might include:

- The children's Chromebook, tablet, mobile phone or other mobile devices
- Any computers that these devices have been backed up to, including via iPhoto, clouding platforms

- The email accounts, including inboxes, sent and deleted mail, of the children's devices
 - Any social networking sites that the children use (age appropriate or not)
4. Evaluate the effectiveness of the school's Cyber Safety Program and make any necessary changes
 5. Organise guest speakers if needed to enhance safety understanding

Cybersafety Education at Oatlands

P-6 undertake learning from the Cyber Safety Project's Curriculum - Digital Literacy and Digital Wellbeing focuses.

P-6 undertake learning from online sources: eSafety, eSmart, Digital Technologies Hub

Guest Speakers - Cyber Safety Project (Sam and Trent) - student, parent and teacher workshop sessions.

Responding to Online Incidents

Schools must respond to any online incident in accordance with the Department's policy on Reporting and Managing School Incidents, as well as any other Department or local school policy relevant to the type of incident, such as the school's student engagement and bullying prevention policies, or the Department's Privacy and Information Sharing Policy and associated guidance.

For online incidents, the Department has also developed a step-by-step guide, which provides practical steps and actions to respond to an online incident of concern:

- Step-by-step guide for responding to online incidents of inappropriate behaviour by students
<https://www.education.vic.gov.au/Documents/about/programs/bullystoppers/stepbystepconcernstudent.pdf>
- Teachers to log incidents on Compass - via Internet Violation Chronicle Template - follow mandatory reporting protocols if required.
- Access the eSafety Commissioner website for further guidance in responding and keeping record of online incidences.

Students Using Mobile Phones

From Term 1, 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours unless an exception has been granted.

Refer to the Oatlands Mobile Phone Policy for further information.

Working with Parents

Parents and/or carers have an important role in helping their children use digital technologies/ICT safely and responsibly. Schools can assist parents to support their children in the digital world by providing them with useful information about existing and emerging technologies, engaging them in the development and review of policies and inviting them to information sessions or distributing handouts on school expectations of acceptable use.



Oatlands Primary School has a responsibility to inform parents and/or carers of any learning spaces that they make available to students as well as the expected behaviours and protocols surrounding their use. We do this by:

- Providing information evenings with guest speakers
- Regularly updating parents of up to date information via our school website and newsletter
- Regularly communicating with parents regarding their child's use of devices
- Providing an open-door policy for open communication between families and teachers

Evaluation:

Date reviewed and approved by School Council	November 2021
Due date for next review by School Council	November 2023

