

# HPS CYBERSAFETY

## POLICY

### Rationale:

At Hartwell we embrace the presence and use of Information and Communication Technologies (ICT) as an integral part of the learning environment. At Hartwell 'cybersafety' means safely learning, working, interacting and being respected by others without intimidation, cyberbullying or harassment when using ICT.

### Aims:

- To facilitate the appropriate use of ICT and online resources and tools by all members of the school community in a manner that ensures the safety and well-being of all students, staff and parents.
- To make students, staff and parents aware of their roles and responsibilities in relation to cyber safety and online behaviours.
- To develop the necessary skills, knowledge, attitudes and behaviours required of students, staff and parents to participate and function effectively and appropriately in cyberspace.
- To provide relevant, timely and developmentally appropriate programs and strategies that promote cybersafety practices amongst all members of the school community.

### Implementation:

The following framework promotes partnerships between all members of the school community.

We aim to reflect our 'Restorative Practices' approach to well-being and this aligns with our School Values.

### **PREVENTION**

- The school is responsible for sourcing and implementing relevant and developmentally appropriate programs and strategies that support positive behaviours and relationships through the promotion of appropriate cybersafety practices. This will include a range of classroom based, interactive and on-line student learning, staff professional learning and parent education opportunities.
- All staff, students and parents are responsible for acting in accordance with the school's annual ICT user agreements.
- The school has the right to monitor, to access and to review all school-based ICT usage by students, staff and parents. This includes personal emails sent and received on the school's computers and /or network facilities. The school has the right to audit at any time, any material located on equipment that is owned or leased by the school.

### **INTERVENTION**

- As part of their cyber safety roles and responsibilities, students, staff and parents will be advised to report any known breaches of the ICT user agreements or cyberbullying activity to a staff member.
- Any incidences or allegations of behaviour that are in apparent breach of Hartwell's ICT user agreements will be thoroughly investigated by the school.
- Significant breaches made by or affecting students will result in the school immediately notifying the parents of those students.
- Where a breach is deemed to be extremely serious, DEECD's Conduct and Ethics branch may be contacted.
- The school's responses to apparent breaches will involve *restorative dialogue* with the person(s) who have made the breach and any person(s) harmed as a result of the apparent breach. This dialogue may result in subsequent action and/or personalized user agreement/privileges being reviewed. All actions and responses taken and proposed will be documented, and all persons involved will be informed.
- The progress and well-being of any students, staff or parents involved in breaches will be monitored and evaluated as required in line with our Restorative Practices approach at HPS.
- Where cyberbullying has been identified counselling and support will be offered as determined by school.

### Evaluation:

Due to the active and rapid evolution of ICT regular evaluation and updating of this policy will occur annually.

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

**July 2011**

**Reference:** DEECD – Cyber Safety: <http://www.education.vic.gov.au/management/ol/educate/default.htm>

**Definition:** 'cyberbullying' – 'Cyberbullying can be described as any harassment, insults and humiliation that occurs through the electronic mediums such as email, mobile phones, social networking sites, instant messaging programs, chat rooms, web-sites and through the playing of online games.' – Susan McLean : (<http://www.cybersafetysolutions.com.au/fact-cyberbullying.shtml>)