



Digital Technologies And Cyber Safety Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9687 1535

Rationale:

Footscray West Primary School (FWPS) believes that the use of digital technologies at school allows the development of valuable skills and knowledge, and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

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.

The purpose of this policy is to ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

Definitions:

Bullying is when a person or group of people deliberately upsets, hurts or damages another person or their property, reputation or social acceptance on a repetitive basis.

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, a confident individual and an 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 defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

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 student 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, school website, and posters
- liaise with outside agencies to offer education programs.

Staff Responsibilities

- Use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- Supervise and support students using digital technologies in the classroom for specific uses with targeted educational or developmental aims
- 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
- Report any suspicious activity in an account/s to the appropriate person immediately
- 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
- To protect their own password and not divulge it to another person
- Report any suspicious activity in their account to a teacher immediately
- 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/guardian 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 digital technologies and 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
- Effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- Provide a filtered internet service to block access to inappropriate content

School based actions and consequences

- In accordance with the Student Wellbeing and Engagement Policy, Student Code of Conduct and Department guidelines
- Refer suspected illegal online acts to the relevant law enforcement authority for investigation

Supporting Documents

Student Wellbeing and 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
<http://www.education.vic.gov.au/Documents/school/principals/health/olincidents.pdf>

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2020
Consultation	Not required. Reviewed by staff and policy and planning sub-committee of School Council
Approved by	Principal and tabled at school council
Next scheduled review date	2022