



### **Rationale**

Bacchus Marsh Primary School recognises the importance of Technology in preparing students for the world around them and believes digital technology is an integral part of the curriculum. We want our students to be confident, safe, smart, safe and responsible users.

Fundamentally, cyber-safety is an area that requires a high level of community cooperation and partnership. As an increasingly interactive medium, technology brings with it exciting educational opportunities, but at the same time it also brings risks.

### **Aims**

- To establish clear expectations for the Bacchus Marsh Primary School community with regard to cyber (online) safety.
- To develop students' transferable knowledge, skills and attitudes in the use of technology.

### **Definitions**

- **Cyber-safety** refers to the safe use of the internet and technological devices including mobile phones.
- **Cyberbullying** is when an individual, or group, use the internet, mobile phones, or other technologies to intentionally hurt another person or group of people. Cyberbullying is often covert bullying. Bystanders are often involved in cyberbullying and are responsible for responding proactively to such activities.
- **Equipment/devices/Portable Personal Electronic Devices** in this document includes, but is not limited to, iPads, computers, laptops, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, USBs, hard drives and any other technologies as they come into use.
- **Digital Literacy** is the ability to locate, organise, understand, evaluate, and create information using digital technology. It involves a working knowledge of current technology, and an understanding of how it can be used. Digitally literate people can communicate and work efficiently with a wide range of technologies.

### **Implementation**

- All members of the school community should be aware of and have knowledge of the documents listed above.
- All teachers must go over the Acceptable Use Agreement yearly and more often if the need arises.
- All students must sign a copy of the appropriate Acceptable Use Agreement annually.
- Documentation of any breaches of the above agreements must be attached to students' signed Acceptable Use Agreement. This must also be included in the student's file, and an additional copy is to be sent home to parents to be signed and returned to the school.
- Information will be provided to the school community through newsletters, information sessions and the school's website.
- The Acceptable Use Agreement is posted on the school website for parent/guardian access.

### **Staff Expectations:**

- Staff must abide by the Acceptable Use Agreement.

- Staff are to provide explicit education around the safe and ethical use of the internet and digital technologies.
- Staff are to ensure that students adhere to the Acceptable Use Agreement. They must document any breaches, and follow through with consequences when required.
- Staff are to model and teach eSmart - Cyber safety as part of their classroom and specialist curriculum.
- Staff are expected to report all cases of cyberbullying which come to their attention, to school leadership who will deal with all parties involved.
- Staff need to be aware of Privacy Legislation. [www.privacy.gov.au](http://www.privacy.gov.au)
- Staff also need to be aware of Copyright Legislation. [www.smartcopying.edu.au](http://www.smartcopying.edu.au)

### **Student Expectations:**

- Students must follow the guidelines in the Acceptable Use Agreement.
- Students are encouraged to report any incidents of cyberbullying or inappropriate use of technology that they become aware of. Students are expected to report such matters to both parents and school staff.

### **Parent Expectations:**

- Parents are expected to be familiar with the school's Acceptable Use Agreement. Familiarity will enable parents to support students in adhering to the expectations set out in this document.
- It is essential that parents report any incidents of cyberbullying or unsafe cyber-behaviour that they become aware of to the school.

### **Resources**

- Victorian Government Schools Reference Guide 4.15, <http://www.eduweb.vic.gov.au/referenceguide/>
- <https://www.safety4kids.com.au/safety-zone/internet-safety>
- Cybersmart program- Australian Communications and Media Authority [www.acma.gov.au](http://www.acma.gov.au)
- Connect-Ed [www.acma.gov.au](http://www.acma.gov.au)
- [www.cybersmartkids.com.au](http://www.cybersmartkids.com.au)
- eSmart School Program -The Alannah and Madeline Foundation
- [www.education.vic.gov.au/studentlearning/elearning](http://www.education.vic.gov.au/studentlearning/elearning)
- <https://www.esafety.gov.au/>

This policy is connected with the following school policies:

- Acceptable Use of Technologies Policy
- Student Wellbeing Policy
- Mobile Phone Policy
- Harassment Policy

### **Evaluation**

- This policy will be reviewed March, 2019.