# eSMART (Cyber Safety) Policy

**DAVID SCOTT SCHOOL**

*This policy is compatible and compliant with The Brotherhood of St Laurence – High Street Centre Frankston, Victorian Registration and Qualifications Authority (VRQA) and the broader Brotherhood of St Laurence policies.*

**Purpose**

David Scott School is committed to providing a safe and secure learning environment for its students. The School recognises the importance of digital technologies as a learning tool and is committed to reducing students' exposure to cyber risks whilst developing students into responsible cyber citizens who demonstrate ethical behaviour when using online and digital technologies. Within this context, this policy aims to ensure smart, safe and responsible use of technologies and internet within the School community.

**The Hazard - Cyber Safety**

Cyber safety refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues.

Common cyber safety issues include but are not limited to:

- **Cyber bullying** is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or persons using the Internet, digital technologies (for example: mobile phones or tablets), social media or social networking sites, or any other type of digital technology.
- **Sexting** is the sending or posting of provocative or sexual photos, messages or videos online;
- **Identity theft** is the fraudulent assumption of a person's private information for their personal gain. Students are exposed to these risks as they are often unaware of the safety issues surrounding their digital footprint; and
- **Predatory behaviour** where a student is targeted online by an individual who attempts to arrange a face to face meeting, in an attempt to engage in inappropriate behaviour.

Cyber safety issues most commonly occur through a student's use of their own technology devices (e.g. smartphone, tablet, laptop, home computer).

Safe use of technology whilst at school is managed through our Acceptable User Agreement
.

**Scope**

David Scott School recognises its duty to students to provide a safe and positive learning environment which includes the responsible use of information and communication technologies.

It is our policy that:

- Provide a safe, secure and caring learning environment;
- Develop safe practices for the use of the Internet and digital technologies for learning;

- Establish transparent expectations for students, staff and the community when using the Internet and Digital Technologies;
- Assist students and members of the School community to differentiate between bullying and inappropriate social interactions;
- Foster social responsibly in all students so that they report inappropriate behaviour towards others rather than act as bystanders;
- Recognise that explicitly teaching students about safe and responsible eSmart behaviour is essential in the lives of students and is best taught in partnership between the home and the School.

**Cyber Safety Stratergies**

David Scott School recognises that the implementation of whole of school cyber safety strategies is the most effective way of minimising risks related to our students engaging in online activity.

The following initiatives form part of our overall cyber safety strategy within the school:

- The David Scott School maintains eSMART accreditation and follows all guidelines and principles to ensure a cyber-safe environment for the school community
- David Scott School's student ICT Acceptable Use Policy is discussed with students and parents;
- All students have signed a copy of the Student ICT Acceptable Use Policy;
- Staff use Digital Technologies and Internet in accordance with the School's Staff ICT Acceptable Use Policy;
- Protocols for safe, respectful and responsible use of technology are present and clearly visible in all Learning Spaces;
- A copy of all School ICT and eSmart policies are displayed on the school website;
- Breaches of ICT Acceptable Use Policies are recorded and are dealt with accordingly;
- The School Community are updated about eSmart initiatives on a regular basis through newsletters, factsheets, special events and the School Website;
- Education, training and professional development of staff in cyber safety strategies;
- Regular provision of information to parents/carers to raise awareness of cyber safety as a school community issue.

**Responsibilities**

Staff of David Scott School have the responsibility to ensure that:

- They are familiar with eSmart approaches and understand the philosophies of the eSmart program, necessary for teaching digital literacy;
- They are aware of cyber bullying and able to identify and look for signs of occurrence amongst students;

- Students are aware that any form of cyber bullying is prohibited at the School;
- Students are aware of the consequences of cyber bullying;
- All cases of cyber bullying are reported to the Principal and responded to promptly;
- There is effective supervision of digital technology usage in Learning Spaces to deter cyber bullying.

Students at David Scott School have the responsibility to ensure that:

- The School values of Individuality, equality, accountability and readiness to learn are demonstrated when using digital technologies;
- Only approved digital technologies are used in accordance with the signed Student ICT Acceptable Use Policy and in line with the school curriculum program;
- They do not breach the privacy of students, staff and members of the School community through any unauthorised publishing of photography, video, or defamatory comments on social media or networking sites and applications;
- All incidents of cyber bullying are reported to a member of staff;
- They take steps to protect their own (and others) privacy and personally identifiable information.

Parents at David Scott School have the responsibility to ensure that they:

- Are familiar with the school's Student ICT Acceptable Use Policy so they can support their child to adhere to the expectations set out in the document;
- Report any incident of cyber bullying or unsafe cyber behaviour that they become aware of, to the School as soon as possible; and
- Respect the privacy of students, staff and members of the School community through only authorised uploading, recording or filming.

**Learning Technologies Officer & Contact Person**

David Scott School has established a Learning Technologies Officer whose role it is to:

- Review the school's cyber safe policy and relevant cyber safety initiatives (such as student education, staff professional development, parent/carer information) on an annual basis to ensure that they are effective in minimising cyber safety risks within the school;
- Maintain up to date knowledge of cyber safety best practice for schools;
- Maintain up to date knowledge of available cyber safety resources that may be utilised by the school and are integrated in the school's cyber safety program;
- Provide relevant information with respect to cyber safety issues to facilitate regular risk assessments within the David Scott School;

# eSMART (Cyber Safety) Policy

- Make recommendations to the Principal and Audit & Risk Sub-Committee with respect to improvements to the school's cyber safety policies and procedures.

The David Scott School Learning Technologies Coordinator maintains primary responsibility for eSMART principles and processes

| Name | Position | Contact Number |
|------|----------|----------------|
| Aaron Quarrel | Learning Technologies Coordinator | 03 8781 5911 |

**Incidents and Complaints**

- Any form of bullying, whether physical, verbal or cyber, is unacceptable;
- All incidents of cyber bullying must be reported to a staff member who will immediately notify the Principal.
- Incidents will be investigated and recorded in a register maintained by the School;
- All staff have a responsibility to respond to, investigate, follow up and monitor incidents of cyber bullying.
- Any parent who believes that their child is being cyber bullied should contact the school.
- Parents will be notified if students are involved in any incidents of cyber bullying and appropriate and proportional consequences will be followed.

**Signage**

Cyber safety signage is displayed strategically around the school, including at the school entrance.

**Implementation**

This policy is implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;
- Effective incident reporting procedures;
- Effective management of cyber safety incidents when reported;
- The creation of a 'no bullying' culture within the school community;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

**Disciplines for Breach of Policy**

Where a staff member breaches this policy David Scott School will take disciplinary action, including in the case of serious breaches, summary dismissal.

**Related Policies Useful Resources**

Bullying Prevention and Intervention Policy
Esmart
e-safety
Stay Smart Online
ThinkUKnow
Safer Internet Day

eSMART Policy       David Scott School       Review: 2022
**This document is uncontrolled when printed.**
Page **4** of **5**

# eSMART (Cyber Safety) Policy

| Approved by | Catherine Arnold – Principal |
|---|---|
| **Approved Date** | October, 2020 |
| **Review Date** | 2022 |
| **Authorising Department** | David Scott School |
| **Approved by** | Craig Colgan – Business Manager |
| **Control File title** | eSMART (Cyber Safety) Policy |
| **Version No** | V 2.0 |
| **Superseded documents** | V 1.0 |

## Policy Changes

| Date | Reason for Change | Made by |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |