



## ROMSEY PRIMARY SCHOOL CYBER SAFETY POLICY

### **Rationale:**

Cyber Safety is the responsibility of the school and the community. It is important to ensure that students are safe whilst accessing the internet and web based programs. Students will be supported in developing skills and knowledge on how to remain safe online.

### **Guidelines:**

The school will **provide:**

- supervised use of technology which allows access to messaging services and to the internet in an educational setting;
- ongoing lessons and guidance for students in Cyber Safety and social responsibility;
- classes in “netiquette” in order to develop acceptable behaviours when online;
- high expectations that these collaborative guidelines will be adhered to;
- well maintained and filtered internet access;
- handy tips and information provided to parents on a regular basis;
- information about community meetings for parents
- well-maintained Information Communications Technology (ICT) equipment that is for educational purposes appropriate to the school environment.

While every reasonable effort is made by Romsey Primary School, the Internet Provider and DET administrators, it is not possible to completely eliminate the risk of exposure to inappropriate content.

### **The school will expect:**

- an acceptable standard of behaviour from all children when using ALL technologies within school premises or whilst using school based communication systems (e.g. school based email);
- that all parents and students to have discussed, signed and returned the appropriate users agreements;
- the ICT equipment provided is used for educational purposes;
- that ICT equipment either owned or leased either partially or wholly by Romsey Primary School and used on or off the site is used according to this policy;

- that all students, parents and teachers will abide by school determined netiquette;
- that any breaches of this code (see signed permission form) will result in; investigation and possible withdrawal of privileges.

Material sent and received using the network is monitored, and filtered and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

### **User ID and Passwords:**

Although Romsey Primary School accepts the premise that all passwords must be kept private the Principal and the ICT coordinator must have access to student passwords in order to systematically monitor student accounts for unacceptable behaviour.

Username and passwords used on the Romsey Primary School Network must:

- be age appropriate to the children in the school;
- be provided to individual students by the ICT coordinator for Edustar. Other passwords for students must be submitted to the ICT coordinator. They will be kept in a secure and confidential place and not displayed;
- not be included in log-on scripts or other automated log-on processes;
- students must not disclose their personal passwords to any other person (other than the ICT coordinator if the password is to be used on the RPS network);
- not be disclosed to unauthorised people;
- gain approval from the principal ICT coordinator and the use of shared group user-IDs will occur only in special circumstances;
- be changed by the ICT coordinator and administrator in agreement with the Principal.

### **Appropriate Behaviour and Use:**

Romsey Primary School expects everyone who uses their network will act in accordance with the guidelines and has the right to withdraw access to any individual who displays inappropriate behaviour.

Whilst using the Romsey Primary School network:

- students will be accountable for any inappropriate actions (e.g. bullying, accessing or sending inappropriate material) undertaken by someone using their personal user-ID;
- students may use the Internet only for learning related activities that are approved by a teacher;
- students must not cause interference or disruption to other people or equipment;

- students and teachers may not access or distribute inappropriate material. This includes:-
  - distributing spam messages or chain letters;
  - accessing or distributing malicious, offensive or harassing material, including jokes and images;
  - bullying, harassing, defaming or giving offence to other people;
  - spreading any form of malicious software (eg viruses, worms);
  - accessing files, information systems, communications, devices or resources without permission;
  - using for personal financial gain;
  - using non-approved file sharing technologies
  - using for non-educational related streaming audio or video;
  - using for religious or political lobbying downloading or sharing non-educational material.
- All students must have annual access to developmentally appropriate child protection curriculum;
- If a student requires a mobile phone whilst at school it should be handed to the teacher and then collected at the end of the day;
- No private student devices will be allowed to access the Romsey Primary School Network;
- Students may not bring disks or USB sticks for downloading work.

### **Responsibilities of Principal and Educators:**

#### **The Principal and the ICT Coordinator must:-**

- approve the posting of any information to Internet web pages, news groups, web-based forums etc. and ensure it conforms to minimum standards
- ensure that private information is not accessible on any publicly available web page. This includes the requirement:
  - that images should never include any names identifying any of the students in images;
  - gain written permission from parents before publishing video, photographs, comments or work samples of their child;
  - report to Victoria Police any incident suspected to be an e-crime and provide to the investigating officer confiscated evidence;
- inform parents and educators of the existence of this policy and the information provided by the Australian Communications and Media Authority (ACMA);
- inform the school community of the following websites; ACMA [www.acma.gov.au](http://www.acma.gov.au) , eSmart [www.esmart.org.au](http://www.esmart.org.au) , Kids Helpline [www.kidshelp.com.au](http://www.kidshelp.com.au) and Bullying No Way [www.bullingnoway.com.au](http://www.bullingnoway.com.au);

- not display a student's image if there is no signed permission form;
- advise parents that, while Romsey Primary School will make every reasonable effort to provide a safe and secure online learning experience for students when using DET online services;
- internet filtering is not 100 per cent effective and it is not possible to guarantee that staff and students will not be exposed to inappropriate material;
- inform parents that Internet browsing by their child at home or from other non-DET sites will not be filtered or monitored;
- access safeguards, such as the Internet filtering;
- ensure log-in scripts remind, students and staff of their responsibilities when using Romsey Primary School internet service; encourage educators to attend the Cyber-safety Professional Development for Educators programs.

**Staff must:**

- observe a duty of care - this means they will take reasonable care to protect students from foreseeable risk of injury when using the internet for educational purposes;
- provide appropriate supervision for students when accessing the internet and other web-related collaborative tools;
- design and implement appropriate programs and procedures to ensure the safety of students;
- teach students about dangerous situations, materials and practices;
- fulfill their responsibilities to deliver child protection curriculum within whole of site planning for such delivery;
- make a mandatory notification to the Child Abuse Report Line if child abuse or neglect is suspected;

**Staff should:**

- teach strategies for personal safety and advise students that they should not reveal personal or identifying information including names, addresses, financial details (e.g. credit card); telephone numbers or images (video or photographic) of themselves or others
- teach responsibilities associated to intellectual property and copyright law and ethics, including acknowledging the author or source of information that is used;

- use of a range of cyber-safety resources; ACMA [www.acma.gov.au](http://www.acma.gov.au) , eSmart [www.esmart.org.au](http://www.esmart.org.au) ,
- Kids Helpline [www.kidshelp.com.au](http://www.kidshelp.com.au) and Bullying No Way [www.bullyingnoway.com.au](http://www.bullyingnoway.com.au);

### **Acceptable user:**

Romsey Primary School is acutely aware of its duty of care to the students and will carry out that responsibility to the upmost of its ability. In order to carry out this responsibility it will require a signed acceptable user document from every student ensuring:

- students agree to never meet anyone in person that they have communicated with online and to alert a trusted adult about anyone requesting to meet them in person;
- students understand that they are responsible for everything they write online and that their responses will be seen by a global audience. Their responses must be their own original work;
- students will respect the opinions of others and use only school-appropriate language when responding to others;
- students will report to parents/caregivers/legal guardians and teachers any responses or inappropriate words or actions from people outside the class and the school network immediately. **STUDENTS WILL NOT RESPOND TO THESE POSTS;**
- students in partnership with their teachers will proofread their responses before posting them.

Romsey Primary School will publish photographs and/or work samples online. In accordance with our duty of care, all parents are given the right to approve the educational publication by signing a release form that clearly stipulates the conditions in which the images/work samples are to be published. These conditions will include:

- the image of any child, who has a signed user agreement, may be reproduced either in colour or in black and white
- not using a child's image or work samples for any purpose other than for the education of children or for the general promotion of public education and the school
- publishing images of a child and work samples as many times as required
- publishing only the first given name of the child. Family names will not be revealed

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review.

**Date Ratified by School Council: 4 September 2013**

**Review Date: 2016**