Policy: Cyber Safety (Including Cyber Bullying)
Status: reviewed 2013

Rationale:
Cyber Safety encompasses technologies such as the internet, and electronic communication devices. With increasing sophisticated and affordable communication technologies, there is a real need for children and young people to be thoroughly informed of both the benefits and the risks of using new technologies. Bullying is when someone, or group of people, upset or create a risk to another person's health and safety – either psychologically or physically – or their property, reputation or social acceptance on more than one occasion. Bullies deliberately set out to intimidate, exclude, threaten and/or hurt others repeatedly. Under certain circumstances (such as harassment and making threats) Cyber bullying is a criminal activity and it is illegal. Cyber bullying, as with any bullying is not acceptable behaviour and will not be tolerated at Chirnside Park Primary School.

Definition:
Cyber Safety is ensuring students are thoroughly informed when using new technologies and providing safeguards and awareness for users to enable them to control their online experiences and the appropriate use of all technologies. Cyber bullying is when someone is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted repeatedly by another person using e-technology. It is the use of an internet service or mobile technologies - such as email, chat room discussion groups, instant messaging, webpages or sms (text messaging) with the intention of harming another person.

Guidelines:
1. For all members of the school community to have a clear understanding of acceptable use of technology.
2. For all members of the school community to recognise the indicators of cyber bullying and how to respond appropriately to this.
3. To have all reported or suspected cases of cyber bullying investigated appropriately and thoroughly, providing appropriate consequences, support and education to all involved.

Implementation:
Educate the entire school community to the signs of cyber safety, including cyber bullying for example when:
- The child's internet behaviour has changed dramatically (spending much more or less time on the computer).
- There are dramatic changes in mood, self-esteem, beliefs and behaviour.
- The child doesn’t want parents or teachers to see what they are doing on the internet-turning off the screen or minimising windows when adults enter the room or approach a child on the computer.

Staff at Chirnside Park Primary School have a responsibility to ensure that they:
- Model appropriate Cyber Conduct
- Supervise students when using any technology.
- Assess and respond appropriately to incidents of cyber bullying.
- Ensure the most up to date filter systems are used to monitor and block inappropriate Cyber content.
- Educate students to anticipate, recognise and deal with risks and problems when they arise.
- Regularly discuss appropriate Cyber Conduct Code with students, including what cyber bullying is and what to do if it occurs.
- Participate in Professional Development courses to ensure they are up to date with all technology available to students.
- Provide students and families with up to date information and education on Cyber Safety and Bullying.
- Save original evidence with dates and times if cyber bullying occurs
- Advise students being victimised by cyber bullying to talk to an adult.
- Offer to speak to an adult on behalf of the student who is being victimised by cyber bullying.
Students at Chirnside Park Primary School have a responsibility to ensure that they:

- Do not participate in cyber bullying
- Do not use mobile phones, cameras or other digital devices to record audio or visual material that is not authorised as part of the school curriculum program.
- Do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming.
- Do not forward, repeat or send inappropriate information through digital media or other means.
- Do not give anyone access to their passwords.
- Are careful what personal information is put on websites.
- Report incidents of cyber bullying to a member of staff

Parents at Chirnside park Primary School have a responsibility to ensure that they:

- Promote and model appropriate Cyber conduct at home.
- Familiarise themselves with information and communication technology and websites used by child.
- Have an appropriate agreement with your child on the acceptable use of technology at home, which includes clearly identified and consistent consequences.
- Try to keep computers and other information and communication technology in an open and common area and have filter software installed.
- Actively participate in Anti Cyber Bullying activities.
- Become familiar with, and be alert for, behaviour that indicates a child may be involved with Cyber Bullying
  - If their child is a victim of Cyber Bullying, assist them to determining the appropriate response, using this policy as a guide.

**STEPS THE STUDENT CAN TAKE IN RESPONSE TO CYBER BULLYING:**

- Keep a record – include time and date
- Tell someone – parent, friend, teacher etc.
- Contact your phone or Internet service provider and report what is happening
- If messages are threatening or serious get in touch with the police – Cyber Bullying, if threatening is illegal.
- Don’t reply to bullying messages – it will only get worse if you do. Often if you don’t reply the bully will leave you alone.
- Change your contact details – get a new user name for the internet, a new email account, new mobile phone number and only give them to people you trust eg: family and close friends.
- Keep your username and password secret – keep all personal information private.
  - Respect other people- online and offline. Don’t spread rumours about people or share their secrets, including their phone numbers and passwords.
  - If someone insults you online or by phone, stay calm and ignore them.
  - ‘Do as you would be done by’. Think how you would feel if you were bullied. You’re responsible for your own behaviour- make sure you don’t distress other people or cause them to be bullied by someone else.

**Evaluation:**
The Education Sub Committee will review this annually due to the rapid developments in technology.

References: Vic Govt Schools Reference Guide -
Stop Cyber bullying – http://www.stopcyberbullying.org
Top ten tips for teachers:
NetAlert is Australia’s Internet safety advisory body for internet safety issues/ concerns contact them on 1800 880 176 or visit http://www.netalert.gov.au/

**Date Reviewed:** October 2013
**Date School Council Approved:**