



Warrnambool West  
Primary School

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Contact us:

Hoddle St, Warrnambool  
Victoria 3280, Australia

Phone: 03 5561 3161

## Cyber Safety Policy

### WWPS is a Child Safe School

#### Rationale:

In an endeavour to maintain a safe physical and emotional environment for staff and students, the use of the Information and Communication and Technologies (ICT) needs to be taken into consideration with respect to Cyber safety issues. The internet provides great benefits to teaching and learning programs and for the effective operation of the school. However, the presence of these learning technologies can also facilitate anti-social, inappropriate or even illegal behaviour and activities. This includes cyber bullying.

***WWPS is cognisant of the risks to child safety that exist in an online environment and will take all possible precautions to protect students from harm.***

*This policy should be read in conjunction with the Computer and Internet Use Policy*

#### Policy:

Warrnambool West Primary School will develop and maintain effective Cyber safety practices which aim to maximise the benefits of the internet to student learning whilst minimising and managing risks.

These Cyber safety practices will aim to not only maintain a cyber-safe school environment, but also address the needs of students and other members of the school community in receiving education about the safe and responsible use of present and developing information and communication technologies.

At the start of each school year, students will revisit the school Cyber safety policy as part of the Learning To Learn Program and will be required to sign a consent form, together with their parents, agreeing to abide by the rules about the appropriate use of ICT devices and internet use at Warrnambool West Primary School, as set out in the computer and internet use and mobile phone policies.

Students have a responsibility to use all Information and Communication Technologies appropriately.

**ACCESS IS A PRIVILEGE NOT A RIGHT.**

The following are guidelines for acceptable and appropriate online behaviour:

- The school name, motto, crest logo and uniform must not be used in any way that would result in a negative impact for the school and its community. Students must not post photos of either themselves or other students which clearly identify them as members of the Warrnambool West Primary School community and should be aware of the potential repercussions of posting photos taken during any school sanctioned activity.
- Members of the school community also have a responsibility to ensure that all online communications are in keeping with the school's expectations in relation to appropriate and respectful interactions with teaching and non-teaching staff. Students will not post inappropriate comments about individual staff members.

- Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, phone messages, digital pictures or images, or Web site postings (including blogs and social media).
- Inappropriate use of ICT devices includes:  
The forwarding of private emails, messages, pictures, videos or otherwise inappropriately communicating personal or private information belonging to another person; logging on and pretending to be someone else; sending sexually explicit images ('sexting') and intentionally excluding others from an online group. If this occurs either during school time or after school hours, (where we believe its impact will constitute a breach of school policy), a student will be subject to disciplinary action. Students must be aware that in certain circumstances where a crime has been committed, they may also be subjected to a criminal investigation by police over which the school will have no control.
- Students who feel that they have been victims of such misuses of technology should save and store the offending material on their computer, mobile phone or other device. They should then print a copy of the material and immediately report the incident to a teacher. Staff who may have been cyber bullied or threatened online should also immediately report such incidence to the Principal.
- All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to the police. school sanctions may include, but are not limited to, the loss of computer privileges, detention and suspension.
- Refer to the *Enhancing Online Safety for Children Act (July 2015)*  
[https://www.comlaw.gov.au/Details/C2015A00024/Html/Text#\\_Toc415219250](https://www.comlaw.gov.au/Details/C2015A00024/Html/Text#_Toc415219250)

#### Evaluation:

This policy will be reviewed as part of the school's annual review cycle.

Date: 10/08/2016	Responsibility: School Council	Review Date: August 2018
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#### Glossary of terms used:

- **Cyberbullying:** *"is a way of delivering covert psychological bullying. It uses information and communication technologies to support deliberate, repeated and hostile behaviour, by an individual or group that is intended to harm others."* Belsey 2007
- **ICT** – refers to the term Information and Communication Technologies.
- **Cyber safety** refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones.
- **College ICT equipment / devices** refers to the school's computer network, internet access facilities, computers and other school ICT equipment/devices as outlined below.
- **ICT equipment/devices** used in this document, includes but is not limited to, computers (such as desktops, laptops), storage devices (such as USB and flash memory devices, CDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), gaming consoles, and any other similar technologies as they come into use.

**Reference – Ministerial Order 870 - Child Safe Standards – effective August 1, 2016**

<http://www.vrga.vic.gov.au/childsafeschools/Pages/schools.html>