

## Cyber Safety Policy

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### Introduction

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:

- **Cyber bullying** is the ongoing abuse of power to threaten or harm another person through the use of technology (refer to [Bullying Prevention and Intervention Policy](#));
- **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 safety issues surrounding their digital footprint; and
- **Predatory behaviour** where a student is targeted online by a stranger 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. smart phone, tablet, laptop, home computer). Safe use of technology whilst at the College is managed through our [Information and Communication Technology \(ICT\) Policy](#).

### Emmaus College Policy

Emmaus College 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:

- Cyber safety be managed through a 'whole of college community' approach involving students, staff and parents/carers;
- Cyber safety and cyber bullying prevention strategies be implemented within the College on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to recognise cyber safety issues and respond appropriately;
- Cyber bullying response strategies be tailored to the circumstances of each incident; and
- Our bullying prevention, intervention and cyber safety strategies are reviewed on an annual basis against best practice.

### Cyber Safety Strategies

Emmaus College 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 College:

- Establishment of a '**Cyber Safety Team**' and the appointment of key '**Cyber Safety Contact Persons**' – House Leaders, who can then refer to the Director of Students and the Director of Year 9 as required (see website for contact details);
  - A structured curriculum and peer group support system that provides age appropriate information and skills relating to cyber safety (including cyber bullying to students over the course of the academic year);
  - Education and training and professional development of staff in cyber safety strategies;
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- Regular provision of information to parents and carers to raise awareness of cyber safety as a College community issue. This will equip them to recognise signs of cyber safety risks, as well as to provide them with clear paths for raising concerns they may have relating to cyber safety and or cyber security directly with the College;
- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents / carers;
- Promotion of responsible bystander behaviour amongst students, staff and parents/carers (this may occur where a bystander observes inappropriate online behaviour either being perpetrated by, or targeted at, a student);
- Reporting of cyber safety incidents is encouraged and made easy through the establishment of multiple reporting channels (as specified below);
- Regular risk assessments of cyber safety within the College are undertaken by surveying students to identify cyber safety issues;
- Records of reported cyber safety incidents are maintained and analysed, in order to identify systemic issues and to implement targeted prevention strategies where appropriate;
- Cyber safety strategies are included on the College website and student and staff portals (EmmLink);
- Cyber safety posters are displayed strategically within the College; and
- Promotion of student cyber safety awareness by participating in relevant cyber safety related events.

### Our Cyber Safety Team <sup>1</sup>

Emmaus College has established a Cyber Safety team whose role it is to:

- Review the College cyber safe policy and relevant cyber safety initiatives (such as student education, staff professional development, parent/carer information) on at least an annual basis to ensure that they are effective in minimising cyber safety risks within the College;
- 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 College and/or integrated in the College's cyber safety program;
- Review and analyse data obtained from College surveys that deal with cyber safety issues;
- Conduct regular risk assessments with respect to cyber safety issues within the College;
- Make recommendations to the Principal with respect to improvements to the College's cyber safety policies and procedures; and
- Appoint a staff member who shall be the primary point of contact for cyber safety related issues that may arise during the year.

The Cyber Safety Team (sub-committee of Emmaus College Student Safety Committees) meets at least quarterly or more frequently if desired. The House Leaders have been appointed as '**Cyber Safety Primary Contacts**'. They are put forward to the College community as the first contact point for students, staff and parents if a cyber-safety issue arises.

### Staff Responsibilities

All staff members are responsible to:

- Model appropriate online behaviour at all times;
- Refer any cyber safety related issues to the Cyber Safety Primary Contacts; and

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<sup>1</sup> See separate document Emmaus College Student Safety Committees (Vermont South, Year 9)

- Acknowledge the right of parents to speak with college authorities if they believe their child is being bullied.

### **Signage**

Cyber safety posters are displayed strategically around the College.

### **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 college community;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

### **Discipline for Breach of Policy**

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

### **Related Policies**

Bullying Prevention and Intervention Policy

Information and Communication Technology (ICT Policy)

Photography & Video Policy

Social Media Policy

Mobile Phone (Student Use of) Policy

### **Useful Resources**

**Bully Stoppers**

**Esafety**

**Esmart**

**Netsafe (NZ)**

**Office of the Esafety Commissioner**

**Safer Internet Day**

**Stay Smart Online**

**ThinkUKnow**

**Beyond Blue 1300 224 636**

**eheadspace 1800 650 890**

**Kids Helpline 1800 551 800**

**Lifeline 131 114**

### **Review**

This policy was approved by the College Board in March 2018. It will be reviewed no later than two years from that date.