

# SOUTH YARRA PRIMARY SCHOOL

## eSMART AND CYBERBULLYING POLICY



### Definitions

**Cyber Safety** refers to the safe use of the internet and digital technologies.

**Cyber Bullying** is when an individual, or group, use the internet, mobile phones, or other technologies to intentionally hurt another person or group of people. Cyberbullying is often covert bullying.

**Digital Technologies** in this document includes, but is not limited to, computers, laptops, storage devices, cameras, mobile phones, video and audio players/receivers, tablets and any other technologies as they come into use.

**Online Technologies** in this document includes, but is not limited to, social networking sites, secure school sites, search engines, audio/video calling, subscribed encyclopaedias, email and any other technologies as they come into use.

**Digital Literacy** is the ability to locate, organise, understand, evaluate, and create information using digital technology.

### Rationale

- South Yarra Primary School acknowledges that online and digital technologies are an integral part of life and learning. Our commitment to the Child Safety Standards is actioned as we incorporate a range of learning opportunities to develop students who are confident and knowledgeable about the safe and responsible use of digital technologies. We teach students about personal safety including cybersafety and phone safety, and focus on three safety messages: Recognise, React and Report.
- Bullying in any form is unacceptable. Cyber bullying will not be tolerated at any level, and consequences exist for students who choose to bully others.

### Aims

- To provide a holistic approach to developing digital citizens, ensuring students have the knowledge, skills, awareness and behaviours to actively use the internet and electronic communication appropriately.
- To establish a whole school approach to make cybersafety a normal part of every young person's life.
- To encourage students and the school community to safely and responsibly use online and digital technologies with respect.
- To encourage students to seek assistance when faced with inappropriate on-line situations
- To reinforce within the school community what bullying is (including cyberbullying), and the fact that it is unacceptable.
- Everyone within the school community to be alert to signs and evidence of cyber bullying and to have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of cyber bullying are investigated appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and co-operation at all times.

### Implementation

Cybersafety is an integral part of the curriculum at all grade levels within the school.

Parents, teachers, students and the community will be aware of the school's position on cyberbullying.

Teachers will be regularly reminded of their duty of care regarding protection of students from all forms of bullying.

A cybersafety program, which includes cyber bullying, is explicitly taught each year to all grade levels through the IT program with ongoing reinforcement in classrooms. We utilise DET's Digital repository 'FUSE' to ensure the use of age appropriate technological resources.

Each year:

- students revisit the *Acceptable Use Agreement* appropriate to each level during their IT lessons
- students will sign a copy of the *Acceptable Use Agreement* which will be displayed in their classrooms
- at the beginning of each term, and at more regular interval if the need arises, class teachers revisit the *Acceptable Use Agreement*
- students discuss the use of technology at home and school and how to deal with any issues that may arise
- students and parents/guardians are required to sign the South Yarra Primary School '*Acceptable Use Agreement*' to have access to digital technologies.

Students are encouraged to notify a parent/guardian/teacher if:

- they experience an incident of cyber bullying
- they feel that the wellbeing of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and/or their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to

**The ICT Acceptable Use Agreement is displayed in all classrooms.**

If breaches of the above agreements occur, the teacher is to follow procedures as set out in the Student Engagement and Wellbeing policy and discuss the issue with the Information Communications Technology (ICT) Co-ordinator, Assistant Principal or Principal to decide on appropriate action.

Permission and supervision by a teacher is required when:

- using online resources, mobile devices or uploading and downloading information or images
- taking, sending or posting information or images including others, about others or created by others.

Information will be provided to the school community through newsletters, information sessions and the school's website.

Biennial parent information sessions will be organised.

**The school will adopt a four-phase approach to bullying.**

**A. Primary Prevention:**

- Professional development for staff relating to all forms of bullying including cyber bullying, harassment and current DET programs.
- Educate the school community about the seriousness of cyberbullying, its impact on those being bullied and how this behaviour is unacceptable
- Community awareness and input relating to bullying (including cyberbullying), its characteristics and the school's programs and response.
- Provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving and the concept of affirmations.
- Each classroom teacher to clarify with students at the start of each year the school policy on bullying, including cyber-bullying.
- All students to be provided with individual and confidential computer and network log ins and passwords. Processes to be put in place to ensure tracking of student activity on the school's computer equipment and network. Firewalls to be installed to eliminate outside traffic into the school's network and intranet.
- The use of mobile phones by students will be limited with consequences to be implemented for any students who use mobile phones inappropriately.
- The curriculum to include anti-bullying messages and strategies e.g.: 'Bullying-No Way' and 'No Blame Approach to Bullying' programs.
- Junior School Council, staff and students to promote the philosophy of 'No Put Downs'.

- A vigilant and accountable yard duty roster for teachers will be put in place.
- Electives and structured activities available to students at lunch breaks e.g. Gardening Club, Chess Club.

**B. Early Intervention:**

- Encourage children and staff to report bullying incidents involving themselves or others.
- Classroom teachers and Principal, on a regular basis, remind students and staff to report incidents of bullying.
- Regular monitoring of traffic on school's computer networks to identify potential problems.
- Parents encouraged to contact school if they become aware of a problem.
- Designated passive play spaces for children to access at recess and lunch times.
- Public recognition and reward for positive behaviour and resolution of problems.

**C. Intervention:**

- Once identified, each bully, victim and witness will be spoken with and all incidents or allegations of bullying will be fully investigated and documented.
- Parents to be contacted.
- Students, staff and community members identified by others as bullies will be informed of allegations.
- Both bullies and victims will be offered counselling and support.
- Removal of cyberbullies from access to the school's network and computers for a period of time. Loss of privilege to bring a mobile phone to school for students who bully via SMS or similar telephone functions. Loss of privilege to bring a mobile phone to school for students who bully via SMS or similar telephone functions.
- If student bullying persists parents will be contacted and consequences implemented consistent with the school's Student Code of Conduct.

**D. Post Violation:**

- Consequences for students will be individually based and may involve:-
  - exclusion from class
  - exclusion from yard
  - exclusion from school activities
  - school suspension
  - withdrawal of technology use
  - ongoing counselling from appropriate agency for both victim and bully
- Criminal charges being laid by police if considered appropriate in serious cases
- Support Structures i.e. SSSO, Child First, DHS, DET resource materials, eSmart.
- Ongoing monitoring and support of identified bullies

**Evaluation**

The effectiveness of this policy will be reviewed as part of the school's three-year review cycle.

**THIS POLICY WAS APPROVED BY SCHOOL COUNCIL on MARCH \_\_2019.**