



ANTI-CYBER BULLYING POLICY

Purpose

To provide an environment that is free from cyber-bullying for all students of Kananook Primary School.

Policy

Kananook Primary School is committed to developing a safe online environment and safe use of digital technologies where the students act respectfully and positively towards each other in acceptable and non-threatening ways.

Definition

Cyber-bullying is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

Examples of cyber bullying:

Pranking	Repeated hang ups, anonymous, mocking or threatening phone calls.
Image sharing	Forwarding or sharing unflattering or private images without permission
Sexually explicit images	People of any age, who forward or share images of a sexual nature of a person under 18 need to be aware that this is a criminal offence that may result in prosecution
Text and email	Sending insulting or threatening text messages or emails
Personal online information	Publishing online someone's private, personal or embarrassing information without permission, or spreading rumours online.
Identity theft	Assuming someone's identity online and negatively representing them in a way that damages their reputation or relationships.
Hate sites	Creating hate sites or implementing social exclusion campaigns on social networking sites.
Other types	It is also cyber bullying when a student, or students, uses technology to run a multi-step campaign to bully another student. For example, setting another student up to be assaulted, video-recording their humiliation, posting the video-recording online and then sending the website address to others.

Procedure

Staff at Kananook Primary School has the responsibility to ensure that:

- all forms of cyber bullying are prohibited at our school
- staff are aware of cyber bullying and are able to identify and look for signs of occurrence among the students
- students are aware of the consequences of cyber bullying
- a code of conduct is in use for technology, including computers and mobile phones, whilst on the school premises. *see appendix 1*

Students at Kananook 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 and 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 disseminate inappropriate information through digital media or other means
- report incidents of cyber bullying to a member of staff
- 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

Strategies for the Prevention of Cyber-bullying:

- Ensure that all cases of cyber bullying are reported and responded to promptly. Any confirmed cases of cyber bullying will result in contact being made with home via a letter sent by mail and a phone call informing parents of the situation.
- Ensure there is supervision of technology that is effective for monitoring and deterring cyber bullying.
- Block access to social media sites at school
- Display posters informing children of their responsibilities when using technologies
- Engagement of outside agencies to educate children on safe use of digital technologies
- Education of children regarding their responsible use of digital technologies
- Enforcement of the school's mobile phone statement *see appendix 2*
- Communication of policies to the whole school community through a variety of mediums
- Regular use of the resources listed below to educate children

Steps to be taken for the cyber bully:

- Where possible printed evidence of the incident will be collected and sent home to the parents of the person doing the harm. If no physical evidence contact will be made home to inform the parents of the report being made.
- Enforcement of Department Policy as deemed necessary, regarding any incident related to cyber-bullying.

Steps to help the victim of cyber bullying:

- Offer mediation with the perpetrator if the incident involves children from the same school.
- Offer assistance by referring the victim to the www.esafety.gov.au website recommended by the Department of Education and run by the Australian Government

Related Resources:

Enhancing online safety for children is an Australian Government website. Overseen by the Office of the children's eSafety Commissioner.

The [Safe School's Hub](#) is a one-stop shop for information and resources underpinned by the National Safe Schools Framework. The Hub assists school communities to nurture student responsibility and resilience, build a positive school culture, foster respectful relationships and support students who are impacted by anti-social behaviour, including bullying and cyberbullying.

Bullying No Way! is an educational website for Australian school communities and the general public. As well as providing information for individuals, the website provides online curriculum and other resources to support the bullying prevention work of schools. Cybersafety resources and information aimed at children, parents and teachers are provided on the website.

The Australian Communications and Media Authority's Cybersmart Program is a national cybersafety and cybersecurity education programme designed to encourage participation in the digital economy by providing information and education which empowers children to be safe online.

The Cybersafety Help Button is a **FREE** downloadable resource providing a one-stop-shop for cybersafety information. The Help Button is easy to install and use, and can be downloaded onto computers and mobile devices. Users have the option to **TALK** to someone about online issues that are of concern, **REPORT** inappropriate online content or behaviour, and **LEARN** about good cybersafety practices.

- [Department of Communications](#)
- [Australian Communications and Media Authority](#)

Appendix

Appendix 1



KANANOOK PRIMARY SCHOOL 5418 Computer and Internet Acceptable Use Policy

Rationale

Kananook Primary School uses the Internet as a teaching and learning tool. Whilst the Internet is a valuable resource, it must be used responsibly. Kananook Primary School also recognises that electronic information research skills are required as essential knowledge for members of our society and as future employees. With this in mind, Kananook Primary School actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources. However, access is a privilege and not a right. Access entails responsibility.

The Role of Students

- Students are responsible for good behaviour on school computer networks as detailed in Kananook Primary School's Student Computer Use Code of Conduct Years 2 to 6 relating to computer usage.
- Communications on the information networks are often public in nature and general school rules for student behaviour, conduct and standards of communications will apply.
- Individual users of the school computer network are responsible for their behaviour and communications over the network.
- It is an expectation that users will comply with school standards and will honour the agreements they have signed.
- Students who fail to honour their Code of Conduct may incur the withdrawal of their access to the Internet and school network and/ or disciplinary action.

The Role of Parents

- Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources.
- At home we recommend that parents make some time to sit with their child to find out how they are using the Internet and who else is involved in any online activities.
- It is also recommended a computer with Internet access is in a shared place in the house – not a child's bedroom.

The Role of Staff

- Kananook Primary School expects that staff will incorporate appropriate use of such information throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources. This will include staff facilitating students accessing information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

The Role of the School

- Kananook Primary School undertakes a commitment to implement and uphold the Acceptable Use Policy and to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the school's curriculum.
- In addition, Kananook Primary School will actively support the professional development of all staff to ensure the effective inclusion of telecommunications and other new information technologies into the school and its curriculum.
- Kananook Primary School undertakes to ensure that information published on the Internet by students or the School under Kananook Primary School's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

Student Access

- Kananook Primary School's network is provided for all students for tasks such as conducting research and communicating with others.
- Independent access to the Kananook network is available to students who agree to act in a considerate and responsible manner.
- Although Kananook Primary School has in place steps to reduce risks, students may encounter electronic information resources which have not been screened by educators for use by students. Therefore, prior parental or guardian permission is required for students to be able to access the Internet.
- The Code of Conduct signed by students clearly outlines appropriate action for students to take in the event of coming across unsuitable material.

Student Computer Use Code of Conduct

- All students in Years 2 to 6 are expected to sign and have signed by a parent/ guardian, a Code of Conduct agreement for access to Kananook Primary School's computers and the Internet.

Kananook Primary School
Student Computer Use Code of Conduct - Years 2 - 6

Care and Usage of the Equipment:

- I will care for and look after the computers and all their parts.
- I will not eat or drink near the computers.
- I will only use the computer if I have permission from a teacher.
- I will not copy, download or put my own software on the school computers or download software from the internet as this may cause a virus.

Work Habits:

- I agree to follow all teacher instructions when using the computers.
- When using the World Wide Web, I will only search for information about my work.
- I will not download pictures, music or games without my teacher's permission.
- I will not print anything from the colour printer unless I have permission from my teacher.
- I will only read my own email.
- I will make sure that the email I send out shows politeness and respect as a representative of Kananook Primary School.
- I will only play "games" on the school computer that are educational and have my teacher's approval.
- I will not submit other people's work as my own.
- I will not access any files except my own.

Personal Safety:

- I will use only my first name when communicating with other people.
- I will not give out mine or anyone else's password, full name, address or phone number.
- I will tell my teacher if I find any information that makes me feel bad or uncomfortable.
- **Breaking any of the rules listed above will cause me to not use the computers for a negotiated period of time.**
- **My parents will be notified.**
- **I cannot access our school's computers or network until this agreement has been signed.**
- I have discussed this with my parents / carers and agree to follow all of these rules.
- I realise that if I break these rules, I will not be allowed to use the computers for a negotiated period of time.

Student's Name: _____ Signed: _____ Date: _____

- I have discussed student responsibilities and the potential problems and dangers related to Internet use with my child.
- I agree to allow my child to use the Internet at school.
- I also agree to the terms and conditions set out in this Student Computer Use Code of Conduct.

Parent's Name: _____

Appendix 2

KANANOOK PRIMARY SCHOOL 5418

Student Computer Use Code of Conduct



Date: ____ / ____ / 2014

Dear Parent,

I write to inform you that _____ has breached our Student Computer Use Code of Conduct. The consequence for this breach is loss of computer use for _____ weeks.

Details of breach:

It would be appreciated if you could discuss this breach with _____ in line with our Computer Use Code of Conduct (attached overleaf) and then sign and return the parent acknowledgement slip below at your earliest convenience.

Regards,

Stuart Gilchrist.

✍ _____
.....

PLEASE complete and return to school

Student Computer Use Code of Conduct

I have spoken to my child, _____ about their recent breach of the Student Computer Use Code of Conduct.

Signed: _____

Date: ____ / ____ / 2014

Appendix 3

MOBILE PHONE STATEMENT

In general, mobile phones are not to be brought to school. In emergency situations parents can contact the school and messages will be given to students.

However, it is understood that there will be occasions when parents will require their children to bring a phone to school for safety reasons (for instance it may be needed on the way home from school).

Children who are required by their parents to bring a mobile phone to school must hand it to their classroom teacher at the start of the day for safekeeping.

The phone must be switched off.

At the end of the day it will be the child's responsibility to collect the mobile phone from the class teacher.

Students will be responsible for all data contained on their phone.

At no time will the school accept responsibility for students' mobile phones if they are damaged, lost or stolen.

This policy also applies for school excursions and camps.