



Cyber Safety Policy

Rationale

Sunbury College is committed to the provision of a positive, safe and caring learning environment by upholding the college Network Code of Conduct in order to maintain cyber safety within the school community.

Purpose

- To ensure the college Network Code of Conduct and user agreements are adhered to by students, parents and staff.
- To ensure that the use of the College network and personal devices adheres to our agreements.
- To work with students to outline and reinforce the expected behaviours when working in a digital environment.
- To develop strategies to ensure the safety and inclusivity of all students when using digital technology.
- To relate to and be consistent with the 'Effective Schools are Engaging Schools: *Student Engagement Policy Guidelines*', in areas such as the encouragement of educational achievement and excellence, prevention of absences and inappropriate behaviour.

Guidelines

All members of the College community should act to prevent and eliminate Bullying and Harassment.

Staff should be assertive and consistent in dealing with all forms of Cyber Bullying incidents

- Be observant of students who exhibit signs of distress or changes of behaviour whilst using digital devices.
- Be vigilant by actively patrolling when on yard duty, being prompt in arriving at class and in moving between classes.
- Assist students who have experienced or who are experiencing cyber bullying by referring appropriately in accordance with Procedures for Responding to Bullying (see Wellbeing and Engagement Policy on



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Compass – wellbeing & discipline / bullying / wellbeing & engagement policy).

- Follow up suspected incidents in accordance with the college procedures.
- Patrol use of devices in the class room (mobile phones, i-pods, laptops, desktop computers, i-pads, notebooks etc).
- If the cyber issue is pornographic in nature please refer directly to Student Wellbeing.

Students should

- Avoid involvement in any cyber bullying situation.
- Be mindful of any behaviour that has the potential to distress another person.
- Take preventative action where appropriate.
- Report incidents to a trusted teacher, the House Leader, Sub-school Leader, Student Well-being Staff or the Assistant Principals.
- Adhere to the college Network Code of Conduct.

Parents are requested to

- Watch for signs of distress or changes in behaviour in their child (refer to *"Strategies for Parents and Guardians to deal with Cyber Bullying"*).
- Report to the college if they suspect their child is being bullied or if their child is bullying other students, or other students that they know are being bullied.
- Adhere to the college Network Code of Conduct.

Definition

Cyber bullying is when a person, or a group of people, upset or harm another person, psychologically through the use of digital technology or social media.

Key characteristics and forms of Cyber Bullying

Cyber bullying can be conducted in many ways, using different media including:

- the sending of abusive texts or emails.
- taking and sharing unflattering or private images, including naked or sexual images (via text message, Youtube, Facebook).



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- posting unkind messages or inappropriate images on social networking sites (eg Facebook, Omega, Tumblr etc).
- excluding individuals from online chats or other communication.
- assuming the identity of the victim online and representing them in a negative manner or manner that may damage their relationship with others.
- repeatedly, and for no strategic reason, attacking players in online gaming.

(adapted from www.cybersmart.gov.au)

Procedures for Responding to Cyber Bullying

Emphasis on restorative practices/behavioural change within a zero tolerance framework.

Escalating consequences for where a student chooses not to change.

STAGE ONE

If initial incident is **not** severe

It is the **teacher's responsibility** to take assertive action when confronted with an incident of mild/moderate cyber bullying.

Action: Speak to the victim and determine the appropriate procedural options.

Procedural options:

1. Non-confrontational/indirect influence strategies.
2. Assertive communication of zero tolerance.
3. Restorative questioning.
4. Private conference/discussion.
5. Student action eg. Apology.

(Refer to Wellbeing and Engagement Policy on the intranet for these procedures)

If cyber bullying/harassment has been on-going or of a more severe nature, the teacher should refer to the sub-school or make a Student Wellbeing Referral (intranet)

STAGE TWO

Persistent, severe or extreme Cyber bullying

Action: Involvement of Sub-school/AP's/P/Student Wellbeing

Investigation of reported incident/s by Sub-school, AP's, P (if of a sexual nature, do not investigate –refer immediately to Student Wellbeing Staff)

Process

1. Statements from student/s involved.



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2. Teacher/by-stander statements
screen capture/print out.

If cyber bullying is verified

3. Enter onto Compass.
4. Consequence issued by House/AP.
5. Support offered to affected students by sub-school
and/or wellbeing staff.

If no resolution and no behavioural change evident

STAGE THREE

Action: Student Wellbeing referral through Compass (student agreement to work on behaviour changes)
Student refusal to participate results in a meeting with parents about their placement at Sunbury College

Student Wellbeing Staff aim to:

- provide resources for change in the behaviour of the student responsible through contract building and monitoring, individual or group counselling and referrals to outside agencies
- meet the needs of the victim of bullying in providing support through counselling or referral to outside agencies
- make contact with authorities in the case we need to in line with Departmental policy in consultation with the Principal or Assistant Principals

This policy was ratified at School council... 10 September 2018