



# Sunbury College

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## SUNBURY COLLEGE CYBER SAFETY POLICY

### Rationale

At Sunbury College we are committed to child safety, through the provision of a positive, safe and caring learning environment. As such we are committed to 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.
- To reflect our commitment to ChildSafe standards and processes
- To align behavior with the College values of Respect and Responsibility

### 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 the intranet – wellbeing & discipline / bullying / wellbeing & engagement policy).
- Follow up suspected incidents in accordance with the College procedures.



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- 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 Sub-school Manager, Sub-school Leader, Connectedness 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).
- Posting unkind messages or inappropriate images on social networking sites (eg Facebook, Twitter, Instagram).
- 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](http://www.cybersmart.gov.au))

## **Procedures for Responding to Cyber Bullying**

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



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Escalating consequences for where a student chooses not to change.

## STAGE ONE

### If initial incident is deemed not severe

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

**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)

## STAGE TWO

### Persistent, severe or extreme Cyber bullying

#### **Action: Involvement of House Leaders/AP's/P/Student Wellbeing**

Investigation of reported incident/s by House Leader, AP's, P (if of a sexual mature, do not investigate –refer immediately to Student Wellbeing Staff)

#### **Process**

1. Statements from student/s involved.
2. Teacher/By-stander statements/Screen capture/Print out.
3. Record incident on Compass.
4. Consequence issued by Sub-school/AP.
5. Support offered to affected students by sub-school and/or wellbeing staff.

## STAGE THREE

### If no resolution and no behavioural change evident

**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



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- make contact with authorities in the case we need to in line with Departmental policy in consultation with the Principal or Assistant Principals

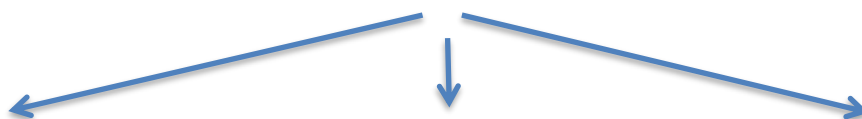
## Teacher Overview of Process

Cyber bullying incident occurs:

- Student conveys incident to teacher
- Teacher witnesses incident
- Parent conveys concern to teacher

## Level determined

Teachers should make a decision about the level of the incident based on the act, any previous issues with the same student and the impact on the victim. Please consult with House Leaders or wellbeing staff if unsure.



### Mild

-Incident is deemed not severe in nature

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

#### Action:

Record incident on Compass  
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

### Moderate

-Persistent or severe nature

-House Leaders or AP

Investigation of reported incident/s by **House Leaders, AP's, P or Student Wellbeing** (do not investigate if of a sexual nature –refer to student wellbeing immediately)

#### Process

1. Statements from student/s involved
2. Teacher/By-stander statements/Screen shot/Print out
3. Record on Compass

#### If cyber bullying is verified

1. Enter into Compass
2. Consequence issued by Sub-school/AP
3. Support offered to affected students by sub-school and/or wellbeing staff

### High

-Ongoing, or extreme nature

-AP & Student Wellbeing

-If of a sexual nature it must be reported to Student Wellbeing prior to any action.

**Student Well-being referral** (student agreement to work on behaviour changes with wellbeing staff or outside agency)

Student refusal to participate results in a meeting with parents about their placement at Sunbury College in line with zero tolerance approach

#### Student Wellbeing Staff aim to:

- provide resources for change in the behaviour of the student responsible through contract holding 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



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## **REVIEW CYCLE**

This policy was last updated September 2018 and is scheduled for review in 2021.