TOORA PRIMARY SCHOOL

Staff CyberSafety Handbook and Policy

From the hills to the sea, being the best we can be.

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Overview of Program

Toora Primary School aims to provide a safe and inclusive environment where staff, students and parents are able to be a part of a positive school community. With the increasing use and reliance on digital technologies in the modern world, it is now vital that we as a school are able to respond to the emerging issues and problems in an appropriate and measured way. This provides the context in which the college signed up to be an 'eSmart School', a title derived from the Alannah and Madeline Foundation's framework for dealing with issues regarding the online world within the school community.

Aims

This handbook aims to provide a clear series of rules, guidelines and procedures for staff to adhere to when using digital technology or accessing the online world. Whilst not exhaustive, it is designed as a guide for dealing with the daily occurrences of a secondary school.

Relevant Technology

These policies are designed to apply to ALL digital devices that can be used to communicate or access digital content. This includes, however is not limited to Desktop Computers, Laptop, Notebook and Netbook Computers, Tablets and iPads, Smart Phones, iPhones and Mobile Phones.

eSmart for schools

Staff Responsibilities and Expectations

Appropriate Use of Technology

It is expected that staff will use their own digital technology in a way that promotes a safe and respectful environment. The following recommendations are made to ensure that this is achievable:

- Staff should not use their mobile phones during class time, unless in an emergency situation or it is required for a specific educational outcome.

- Staff should never communicate with students through their own personal devices or email addresses.

- When using social media, do not allow students to 'friend' or 'subscribe' to your profile.

- Use appropriate privacy settings for all online profiles.

- Computers and phones should not be used during meetings unless specifically required for matter   at hand.

- Staff will enforce the school's in-class policies regarding the use of digital technology.   These recommendations should be considered additional to those of the DEECD, which can be found at:

http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx

Appropriate Digital Communication

  Digital communications, especially email, form a vital part of the daily life of all members of the college community. It is imperative that all staff therefore ensure that all digital communications are of an appropriate and professional nature. The following are recommendations for all emails:

- Always give a clear 'Subject' to your email, so the recipient knows what the email pertains to.

- Send emails 'To' the people who need to act on its contents; 'CC' those who need to be informed.

- Check the recipients before replying to an email; only use 'Reply All' if it is absolutely necessary.

- Ensure you address individuals by name

- Begin and conclude your emails with a greeting and a sign-off that is appropriate.

- Emails should be acknowledged and responded to (where appropriate) within 48 hours.

- Always be cautious when forwarding information regarding students; if unsure, don't send it.

Remember, all emails can be printed, forwarded and published by their recipients. So treat all emails as public conversations. If you require confidentiality, ensure that all recipients are explicitly informed of this within the subject and body of the email.   These recommendations should be considered additional to

those of the DEECD, which can be found at

http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx

Modelling

As role models to all students, it is imperative that staff model appropriate online and digital behaviour. Treat the technology respectfully and ensure that you challenge students who do not comply with the college's rules or guidelines.

Incident Reporting

When you become aware that there has been an incident involving digital technology, it is vital that the appropriate steps are taken to see the issue resolved. The flow chart on the next page clearly details the individuals and groups responsible for ensuring that issues are dealt with in the best way.

Procedures for Responding to an eSmart Incident

When a staff member, parent or student becomes aware that an incident involving technology has occurred, the issue should be immediately recorded via an email to esmart@bentleighsc.vic.edu.au
The following process will then be adhered to, instigated by the Head of eLearning.

Nature of Incident	Response from College	Intended Outcome

IS THIS DANGEROUS?

Determine whether anyone is put at risk physically or mentally. If urgent, reporting staff member to notify principal class immediately.

ICT Response
The ICT department will make a record of the incident and/or offending material, and then immediately remove it to prevent further harm. Records will be kept confidential and advice to be given to Student Management and Wellbeing.

Student Management Response
The Sub-School Leader will organise a Parent Meeting with the offending student/s to discuss incident. Appropriate sanctions will follow.

Wellbeing Response
The wellbeing department will arrange for affected individuals to have counselling. Mediation and Restorative conversations to take place following any sanctions.

Danger is minimised by removal of materials. Responsible individuals have been sanctioned, with parents involved in the process. Records are kept CONFIDENTIALLY of the incident by the ICT department. All individuals involved have had the opportunity to discuss the incident openly with a member of the wellbeing department.

IS THIS ILLEGAL?

Determine whether the incident breaks any relevant laws.

ICT Response
The ICT department will make a record of the incident and/or offending material. Records kept confidential and advice given to Student Management and Wellbeing.

Student Management Response
The Year Level Co-ordinator will organise a Parent Meeting with the offending student/s to discuss incident. Individuals offended against will also be involved in meetings with parents and YLC to determine intended course of action. Appropriate sanctions will follow.

Wellbeing Response
The wellbeing department will arrange for affected individuals to have counselling. Mediation and Restorative conversations to take place following any sanction, with permission from parents.

Individuals affected have been consulted, along with parents. Responsible individuals have been sanctioned, with parents involved in the process. Records are kept CONFIDENTIALLY of the incident by the ICT department. All individuals involved have had the opportunity to discuss the incident openly with a member of the wellbeing department, with permission from parents.

IS THIS INAPPROPRIATE?

If the incident is not dangerous or illegal, then it is deemed inappropriate

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