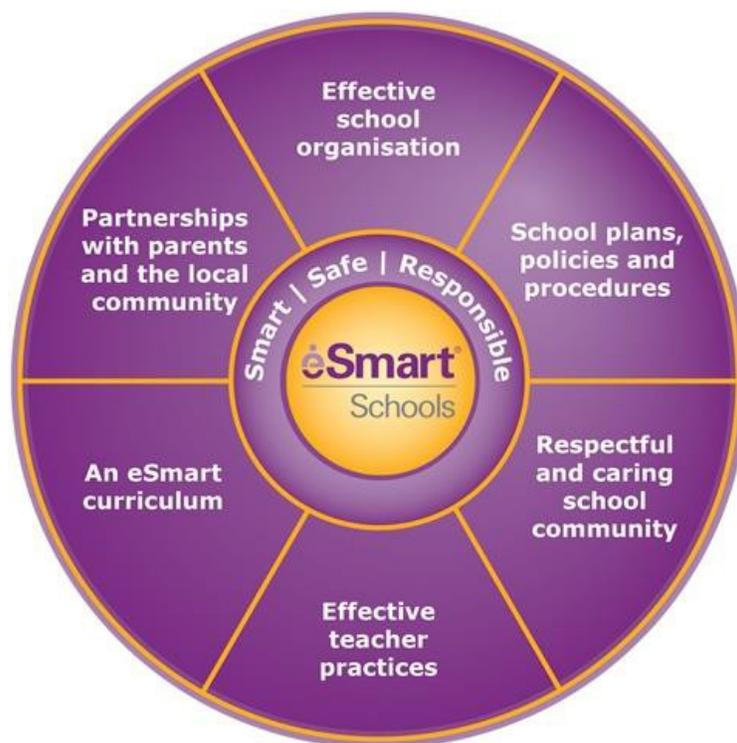


TOORA PRIMARY SCHOOL



Student CyberSafety Handbook

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

What does cyber safety look like at Toora P.S?

At Toora Primary School, eSmart is the guiding process to help us stay **SMART, SAFE** and **RESPONSIBLE** online. It was created by the Alannah and Madeleine Foundation to help protect you when you are using the internet.

eSmart is:

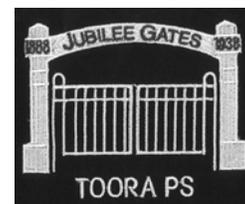
- A system designed to help our school improve cybersafety and deal with cyberbullying and bullying.
- A program that helps you to become aware of the risks you may encounter online and help you enjoy all the benefits of using the internet safely.

When you are eSmart you:

- Act responsibly and safely online.
- Have the knowledge to guard against security and privacy risks online.
- Can research and download information in a legal way.
- Manage your reputation and relationships online.
- Lead the way and promote internet safety in our school.

What to do if you have experience cyber bullying online :

- Tell your teachers and parents what is happening.
 - Report incidents via the Bullying Box anonymously.
 - Use the cyber safety help button which can be found at:
<http://www.cybersafety.dbcde.gov.au/helpandadvice>
 - If someone sends you an inappropriate picture delete it immediately and inform your classroom teacher.
-



Toora Primary School promotes the smart, safe and responsible use of technology through our school values:



Be Safe - Act responsibly when using technology and interacting with others online. Keep your passwords and identity safe.



Be Fair - Treat ICT equipment with respect so all can use it.



Think - Only use trusted sites and confide in a trusted adult if you experience difficulty online.



Learn - Use technology effectively to enhance learning.



Care - Respect the rights and feelings of others online.

Your top 10 tips for staying SMART, SAFE and RESPONSIBLE online:

<p>Tip No. 1: SECURITY Install and update your security software; set it to scan regularly.</p>	<p>Tip No. 2: UPDATES Turn on automatic updates on all your software, particularly your operating system and applications.</p>
<p>Tip No. 3: PASSWORDS Use strong passwords that have numbers, letters and symbols. Use different passwords for different uses.</p>	<p>Tip No. 4: ATTACHMENTS Stop and think before you click on links and attachments.</p>
<p>Tip No. 5: PURCHASING If you are buying something online, take care. Ask an adult to help you and research the supplier and use a safe payment method.</p>	<p>Tip No. 6: DOWNLOADING Only download 'apps' from reputable publishers and read all permission requests.</p>
<p>Tip No. 7: PRIVACY Regularly check your privacy settings on social networking sites.</p>	<p>Tip No. 8: SHARING Stop and think before you post any photos or financial information online.</p>
<p>Tip No. 9: ALL DEVICES Make sure you follow all these steps on all your online devices such as smart phones, ipads, computers or other mobile devices.</p>	<p>Tip No. 10: SEEK HELP Report or talk to a trusted adult if you feel uncomfortable or threatened online - you can use the Government's Cybersafety Help Button.</p>

Source: Adapted from www.staysmartonline.gov.au

TOORA PRIMARY SCHOOL

The Acceptable Use of ICT Policy

As a student of Toora Primary School, I understand that when I use the Internet and school ICT equipment, I have responsibilities and rules to follow.

These include:

Respect Yourself

I will select online names that are appropriate. I will consider the information and images that I post online whenever and wherever I am. I will only take photographs after gaining a teacher's permission.

Protect Yourself

I will make sure that the information I put online will not put me at risk. I will not share my password or login details with anyone else. I will report people who try to bully me. I will talk to a teacher if I feel uncomfortable or unsafe online.

Respect Others

I will show respect to others and not bully them. I will not visit inappropriate websites or enter other people's private areas. I will record and photograph others only if directed by a teacher. I will ask the person's permission prior to taking their image and have written permission if the activity involves uploading their image.

Protect Others

I will protect others by reporting any bullying and inappropriate behaviour that I see.

Respect Copyright

I will not copy other people's work without giving them credit. I will not download music or images without permission.

Respect Equipment

I will treat digital devices appropriately. I will ask permission before downloading programs, including games or apps on devices.

Primary: I'm not a bully

Advice

Be funny, not offensive

- Know your audience so that you can be pretty sure that they will laugh with you rather than be hurt, confused or upset by what you say and do as 'a joke'.
- Sometimes you are in a situation where it is disrespectful to make a joke even if you think it would be really funny to some of the people present.

Think about why you are saying or doing this

- If you are trying to look good at someone else's expense then perhaps what you are doing is not 'a joke' at all.

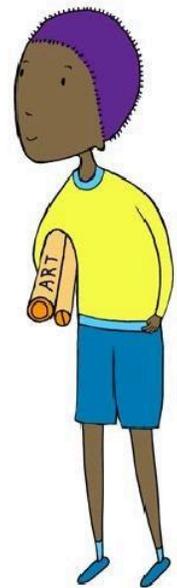
Keep private things private

- If someone shares something personal with you or you are with them when a really embarrassing thing happens, it is usually better to keep it private. If the person wants to make a joke about it themselves that is their choice, not yours.





Primary: I'm not a victim



Even friends don't treat each other well all the time.

What's the issue?

Sometimes people who lack self-confidence can be treated badly, and feel that they have to agree to whatever is suggested by the others to stay friends with the group. Making people do things they don't want to do is called 'manipulation'. If you are often the victim of pranks and jokes you are being bullied. Being able to easily record and share images and video can keep the 'joke' going long after it would otherwise have been forgotten, and can mean many more people find out about it.

Why does it matter?

- Bullying by people you like and call 'friends' is much more hurtful and often harder for you to challenge.
- Once an image or video is uploaded it is public and can be used as evidence for legal action, even long after the event.
- Hanging around with people who make you feel bad about yourself damages your self-esteem and confidence.
- Other people will be affected by your actions—in how it impacts on them, and also in what they think of you.

Advice

Friends like you for who you are

- Make choices about what you do. It should be your decision.
- Friendships change over time, your friends should be people who you enjoy being around and are comfortable with.

Be known for what you do right

- If everyone only ever sees evidence of you doing dumb things they think that is all there is to know. Don't be afraid to show that there is more to you than that.
- If people know that you like a range of things, more opportunities can open up for you.

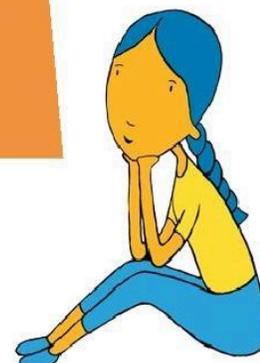
Be prepared to say 'No'

- Group habits develop around what you do together and how you treat each other. These can change as you all get older and the membership of the group shifts over time. You don't have to stay stuck in habits that aren't good for you.





Primary: Real Friends



Friendships are built on what you do online and offline.

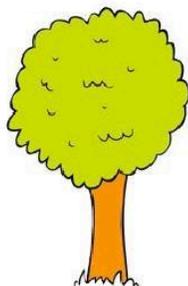
What's the issue?

Most people act a little different at school to how they are at home, or when they are out with friends.

When you use social networking sites, it is very easy to be a lot different from your offline self and you can be tempted to break all the relationship 'rules' of trust and honesty.

Why does it matter?

- Our relationships with the people around us are important for our self-esteem and confidence.
- People who are great to know are comfortable with themselves and take the time to really get to know the people around them.
- Every time you interact with other people either face-to-face or online, you are presenting a particular insight into who you are. Would you want to know you?
- Having secrets, and lying gets in the way of real friendship.
- Relationships are built on what you say and what you do.



Advice

Be a friend to yourself

- Accept that no-one is perfect! If you want to change something about yourself, try taking small steps towards your goal.
- Give yourself a pat on the back when you do something particularly well!

Show respect for the people who care for you

- When we get disappointed or unhappy it is easy to take it out on people around you because you know that they will forgive you. Take a deep breath or go for a walk and think about what is actually happening and what you really want to say or do—talking it through is better than blaming or throwing a tantrum.
- Telling lies, online or offline, is the same thing.

Be a real friend to others

- It's nice to share things with friends but sometimes what they do isn't what you are comfortable doing. Be prepared to say what you think and only get involved in stuff you choose to.
- Understand that someone you know and trust may sometimes have a different point of view.