

## PURPOSE

The purpose of this policy is to outline the values of our school and ensure the online safety of the students, parents and teachers of Murrumbeena Primary School.

## POLICY

Murrumbeena Primary School joined the eSmart initiative to improve students understanding of cybersafety and reduce cyberbullying and bullying. The eSmart framework will support us in equipping our students to embrace technologies, deal with change and be safe, responsible users of technology.

## RATIONALE

Murrumbeena Primary School is located in the Stonnington and Glen Eira (SaGE) Region within the City of Murrumbeena. It is connected to a Local Area Network (LAN) wireless internet within the Victorian Department of Education and Early Childhood. Murrumbeena Primary School is committed to providing a safe, secure, respectful and caring learning environment (both physical and emotional) for all members of the school community. The school supports the belief that through the use of digital technologies we are providing students with the necessary skills to be able to participate in a rapidly changing world where work and leisure activities are increasingly transformed and are reliant upon the use of technology. We enable students to develop skills to find, explore, analyse, exchange, present and create information. While the use of digital technologies is imperative to learning in the 21<sup>st</sup> century, it is also important for students to be smart, safe, responsible and ethical when working in an online environment and using technology. Students need to be equipped with strategies to help them manage a range of situations that may occur in an online environment.

## DEFINITIONS

Listed below are the definitions of various types of bullying behaviour as defined by the *National Centre Against Bullying (NCAB)*:

Physical bullying: Includes hitting, kicking, tripping, pinching and pushing or damaging property.

Verbal bullying: Includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse. While verbal bullying can start off harmless, it can escalate to levels which start affecting the individual target. Keep reading in this section for techniques to deal with verbal bullying.

Social bullying: Sometimes referred to as covert bullying, is often harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. This can include lying and spreading rumours, encouraging others to socially exclude someone and damaging someone's social reputation.

Cyber bullying: Cyber bullying can be overt or covert bullying behaviours using digital technologies, including hardware such as computers and smartphones, and software such as social media, instant messaging, texts, websites and other online platforms. Cyber bullying can happen at any time.

It can be in public or in private and sometimes only known to the target and the person bullying. Cyber bullying can include, but is not limited to: Abusive or hurtful texts emails or posts, images or videos, deliberately excluding others online, nasty gossip or rumours and imitating others online or using their log-in.

## **GUIDELINES**

- All students are acknowledged and valued as individuals regardless of gender, racial, cultural, religious, physical or intellectual differences.
- All students are informed that if they are bullied, teachers are available to support them and prevent it from happening. Students are encouraged to report incidents to any teacher or staff member at school.
- Any parents who believe that their child is being bullied or cyber bullied should contact the school. In the first instance, contact will be with the homeroom teacher and then the Executive Leadership Team (including Learning Community Leader) and if required the Assistant Principal or Principal.
- All teachers are informed of the procedures that are to be followed if an incident of bullying is reported to them.
- All teachers have a responsibility to respond to, investigate, follow up and monitor incidents of bullying.

## **PURPOSE**

Murrumbeena Primary School acknowledges that online and digital technologies are an integral part of life and learning. Our commitment to the Child Safety Standards is actioned as we incorporate a range of learning opportunities to develop students who are confident and knowledgeable about the safe and responsible use of digital technologies. We teach students about personal safety including cybersafety and phone safety, and focus on three safety messages: Recognise, React and Report.

Murrumbeena Primary School's aims to build an eSmart culture that aligns with our school values and the expectations outlined in the Wellbeing, Engagement and Inclusion policy and the Acceptable Use Agreement signed by all students within the school which includes actions and consequences for inappropriate behaviour; Educate Murrumbeena Primary School students to be safe, responsible and ethical users of digital technologies; Explicitly teach students about safe and responsible online behaviour in order to equip them with the understandings and tools that are essential for living in the 21<sup>st</sup> century; Establish and maintain accreditation as an eSmart school by following the framework and meeting all criteria as outlined in the eSmart system tools.

- All forms of bullying, whether it be physical, verbal or cyber, are unacceptable within the Murrumbeena Primary School community.
- All students will sign an 'ICT Acceptable User Agreement' at the commencement of each year and/or upon enrolment, and adhere to the Digital Technologies: Internet, Social Media and Digital Devices Policy, as a way of promoting the safe use of digital technologies.
- All members of staff who believe they are being bullied by any member of the school community are to report this to the ICT Coordinator, Wellbeing Coordinator/Assistant

Principal, classroom teacher of Principal as soon as possible.

- Why is Murrumbeena Primary School using the eSmart framework? The eSmart Schools program assists Murrumbeena Primary School in our approach to cyberbullying by providing:
- An effective road map to guide us in developing a sustainable whole-school approach to cybersafety, cyberbullying and bullying;
- Direct web access to the best cybersafety resources from Australia and throughout the world;
- A flexible system that we can adapt to our own specific needs;
- A comprehensive gap analysis tool acknowledging existing school cybersafety practices;
- The framework to create a positive school culture and protect our students from cyber-risks;
- a record to track and record eSmart activities and progress;
- Resources, policies and guidelines which have been adapted for the Victorian curriculum and education system to save time and reduce duplication;

## **THE ROLE OF OUR SCHOOL**

At Murrumbeena Primary School we are committed to providing facilities that promote multimodal learning and support for staff to facilitate the successful incorporation of ICT throughout the curriculum. The school provides resources and professional development to upskill staff in their knowledge and effective use of ICT devices, tools and resources.

## **EXPECTATIONS OF MURRUMBEENA PRIMARY SCHOOL STAFF**

All staff are expected to integrate digital technologies into different areas of the curriculum and use the tools and devices at Murrumbeena Primary School to enhance students learning in purposeful ways. All staff are expected to be familiar with the Murrumbeena Primary School Digital Technologies: Internet, Social Media and Digital Devices policy, the schools approach to cybersafety and the way in which we plan for a continuum across the school in relation to technological skills taught at each level.

As role models to students and representatives of Murrumbeena Primary School, staff should be mindful of their professionalism both at school and with their online presence. Staff must not publish content that could tarnish their reputation or that of the school in any way. Staff members are not permitted to contact or interact with students outside of school hours through social networking websites or chat programs, including befriending students on Facebook as this is in direct breach of the DEECD policy Protective Practices for interactions with students.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Murrumbeena Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

## **EXPECTATIONS OF MURRUMBEENA PRIMARY SCHOOL PARENTS**

Parents and guardians are encouraged to supervise their child/ren at home to ensure they are being safe online. We ask that parents and guardians work in a partnership with the school to have regular discussions about students' online activity and what they can do if they see anything that they think is unkind or makes them feel uncomfortable online. Parents are expected to adhere to our Digital Technologies: Internet, Social Media and Digital Devices policy and Photographing, Filming and Recording policy.

## **EXPECTATIONS OF MURRUMBEENA PRIMARY SCHOOL STUDENTS**

Students are responsible for respecting and looking after devices that they use. Whilst using any devices or forms of technology, students are expected to conduct themselves (both at school, and at home when using platforms such as Google Classroom), in accordance with the school values and the Acceptable Use Agreement that they have signed. They are required to adhere to our Digital Technologies: Internet, Social Media and Digital Devices policy, Bullying Prevention Policy, eSmart policy and Photographing, Filming and Recording policy.

There will be comprehensive and explicit lessons centered on the safe use of technology and awareness of cybersafety. We ask that students do not bring any electronics to school if they have not signed our school permission forms, to participate in the 1:1 BYOD iPad program, or have special consideration to bring a personal device from home. If students are required to bring a device, such as a mobile phone to school, then it must be approved by school leadership. The school will not be held responsible for any losses or damages of devices brought from home.

When using digital technologies, students are expected to behave in a way that is consistent with Murrumbeena Primary School's Values of Responsibility, Respect, Relationships and Resilience; as well as the Student Wellbeing and Engagement, Bullying Prevention, eSmart, Photographing, Filming and Recording and *Digital Technologies (Internet, Social Media and Digital Devices) Policies*.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Murrumbeena Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

## **CONSEQUENCES FOR MISCONDUCT**

Breaches of this policy by students can result in a number of consequences, which will depend on the severity of the breach and the context of the situation. This includes:

- participation in Restorative Chat
- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- restriction of personal device access at school/teacher may ask for the device not to be brought to school if there has been a breach of our school Agreements, Policies and Copyright Laws; as well as classroom rules and expectations
- other consequences as outlined in the school's *Student Wellbeing and Engagement, eSmart, Digital Technologies (Internet, Social Media and Digital Devices)* and *Bullying Prevention and Photographing, Filming and Recording Policies*

## **SUPERVISION AND SAFETY**

Teachers are primarily responsible for monitoring students' ICT usage whilst at school. This includes prevention of vandalism, cyberbullying and access to inappropriate websites/content to the best of their abilities and knowledge. Students are not permitted to use ICT without supervision.

## **INCIDENT REPORTING**

Both teachers and students are expected to report any incidents or concerning behaviors observed in regards to the use of digital technologies. This can include activity that occurs outside school hours. When an incident of bullying has occurred, students can report the incident in a number of ways,

these include:

- verbal report to a parent, teacher or trusted adult
- written statement
- sharing a screen shot of the incident
- completing the Murrumbeena Primary School's Incident Reporting form
- report to the Principal, Assistant Principal, Wellbeing Coordinator or ICT Coordinator

Once an incident has been reported to a member of staff, the following processes **MUST** take place:

1. A discussion must be held with a member of staff and both or all students involved (using methods of restorative practice) in a timely manner after the incident has occurred (no longer than 3 days after notification).
2. The incident can be reported either *with* the student, utilizing the template provided called 'Cyber Incident Reporting' form (see appendix 1), or by following the advice within the 'Bully Stoppers: Step-by-Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students' (see appendix 2). Both can be found and accessible by staff in Staff Drive, within 'ICT' - 'Cyber Safety'; as well as in Google Drive 'Murrumbeena PS' – 'PLCs' – PLC 'Wellbeing' – 'Framework Wellbeing' – 'Framework Resources'.
3. The template provided is to be filled in the presences of the teacher and any student involved, if possible.
4. It is imperative that all staff members document each incident in order to maintain a record of incidences within the school.

### **Appendices:**

Appendix 1: Cyber Incident Reporting Form

Appendix 2: Step-By-Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students

## **REVIEW CYCLE**

This policy will be reviewed in a 3- 4 year cycle.