Cyber Safety Policy

The Hazard – Cyber Safety

Cyber safety refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues.

Common cyber safety issues include:

- **Cyber bullying** is the ongoing abuse of power to threaten or harm another person through the use of technology (Refer to our Bullying Prevention and Intervention Policy);
- **Sexting** is the sending or posting of provocative or sexual photos, messages or videos online;
- **Identity theft** is the fraudulent assumption of a person's private information for their personal gain. Students are exposed to these risks as they are often unaware of the safety issues surrounding their digital footprint; and
- **Predatory behaviour** where a student is targeted online by a stranger who attempts to arrange a face to face meeting, in an attempt to engage in inappropriate behaviour.

Cyber safety issues most commonly occur through a student's use of their own technology devices (e.g. smart phone, tablet, laptop, home computer).

Safe use of technology whilst at College is managed through our Information and Communication Technology (ICT) Policy.

Penola Catholic College's Policy

Penola Catholic College recognises its duty to students to provide a safe and positive learning environment which includes the responsible use of information and communication technologies.

It is our policy that:

- Cyber safety be managed through a 'whole of College community' approach involving students, staff and parents/carers;
- Cyber safety and cyber bullying prevention strategies be implemented within the College on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to recognise cyber safety issues and respond appropriately;
- Cyber bullying response strategies be tailored to the circumstances of each incident; and
- Our bullying prevention, intervention and cyber safety strategies are reviewed on an annual basis against best practice.

Cyber Safety Strategies

Penola Catholic College recognises that the implementation of whole of College cyber safety strategies is the most effective way of minimising risks related to our students engaging in online activity.

The following initiatives form part of our overall cyber safety strategy within the College:

- Establishment of a 'Cyber Safety Team' and appointment of two primary 'Cyber Safety Contact Persons' (refer below for details);
- A structured curriculum and peer group support system, that provides age appropriate information and skills relating to cyber safety (including cyber bullying) to students over the course of the academic year;
- Education, training and professional development of staff in cyber safety strategies;
- Regular provision of information to parents/carers to raise awareness of cyber safety as a College community issue. This will equip them to recognise signs of cyber safety risks, as well as to provide them with clear paths for raising any concerns they may have relating to cyber safety and/or cyber bullying directly with the College;
- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
- Promotion of responsible bystander behaviour amongst students, staff and parents/carers (this may occur where a bystander observes inappropriate online behaviour either being perpetrated by, or targeted at, a student;
- Reporting of cyber safety incidents is encouraged and made easy through the establishment of multiple reporting channels (as specified below);
- Regular risk assessments of cyber safety within the College are undertaken by surveying students to identify cyber safety issues;
- Records of reported cyber safety incidents are maintained and analysed, in order to identify systemic issues and to implement targeted prevention strategies where appropriate;
- Cyber safety strategies are included in students' College diaries;
- Cyber safety posters are displayed strategically within the College; and
- Promotion of student cyber safety awareness by participating in relevant cyber safety related events.

Our Cyber Safety Team & Contact Person

Penola Catholic College has established a Cyber Safety Team whose role it is to:

- Review the College's cyber safe policy and relevant cyber safety initiatives (such as student education, staff professional development, parent/carer information) on at least an annual basis to ensure that they are effective in minimising cyber safety risks within the College;
- Maintain up to date knowledge of cyber safety best practice for Colleges;
- Maintain up to date knowledge of available cyber safety resources that may be utilised by the College and/or integrated in the College's cyber safety program;
- Review and analyse data obtained from College surveys that deal with cyber safety issues;
- Conduct regular risk assessments with respect to cyber safety issues within the College;
- Make recommendations to the Principal with respect to improvements to the College's cyber safety policies and procedures; and
- Appoint a member who shall be the primary point of contact for cyber safety related issues that may arise during the year.

The Cyber Safety Team meets at least quarterly or more frequently if desired.

Chris Caldow, Principal; Ernie Pisani, Deputy Principal Head of Broadmeadows Campus; and Stuart Harrison, Deputy Principal Head of Glenroy Campus have been appointed as the

'Cyber Safety Primary Contacts'. They are put forward to the College community as the first contact point for students, staff and parents if a cyber safety issue arises.

Cyber Safety Primary Contacts are encouraged to attend relevant external cyber safety training programs.

Workers' Responsibility

All workers are responsible to:

- Model appropriate online behaviour at all times;
- Refer any cyber safety related issues to the Cyber Safety Primary Contacts; and
- Acknowledge the right of parents to speak with College authorities if they believe their child is being bullied.

Signage

Cyber safety posters are displayed strategically around the College.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;
- Effective incident reporting procedures;
- Effective management of cyber safety incidents when reported;
- The creation of a 'no bullying' culture within the College community;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy Penola Catholic College will take disciplinary action, including in the case of serious breaches, summary dismissal.

Related Policies

Bullying Prevention and Intervention Policy

Information and Communication Technology (ICT) Policy

Useful Resources

Esmart (https://www.esmart.org.au/)

e-Safety (https://www.esafety.gov.au/)

Stay Smart Online (https://www.cyber.gov.au/)

ThinkUKnow (https://www.thinkuknow.org.au/)

Netsafe (NZ) (https://www.netsafe.org.nz/)

Safer Internet Day (https://www.saferinternetday.org/web/guest/home)

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