Bairnsdale Christian Community School

Becoming · Being · Belonging

Cybersafety & Digital Technology Policy

Including Social Media Code of Conduct & Parent Agreement

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Authorised by:	Principal: Lynn Morrison	
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1. Instructions For Parents and Guardians

Please carefully read through this policy. Discuss this policy and the 'Responsible Use Agreement' with your child. Sign the 'Responsible Use Agreement' page of this policy and return it to Reception. Keep a copy of this policy as a reference.

2. Purpose

The purpose of this policy is to outline the measures Bairnsdale Christian Community School uses and the expectations the School has to ensure the safety of students in relation to the use of Digital Technology and the internet. Parents should be aware that the nature of the internet means that full protections from inappropriate content can never be guaranteed.

3. Definitions

Cyberbullying – is carried out through the use of Digital Technology. This includes but is not limited to social media, chat programs and email.

Digital Technology – incorporates the School's internet access facilities, computers and other technology equipment/devices including, but not limited to desktop computers, laptops, tablets, storage devices such as USB and flash memory devices, CDs, DVDs, webcams and mobile phones, printers and photocopiers. This includes both School owned and personal devices.

Digital Device – incorporates desktop computers, laptops, tablets and mobile phones.

Objectionable – in this agreement means material that deals with matters such as sex, cruelty, or violence, in such a manner that it is likely to be detrimental to the wellbeing of students and is not considered to be in line with the School's values or is incompatible with a school environment. This is in line with the definition used in the Classification (Publications, Films and Computer Games) Act 1995.

Responsible Use Agreement – the Agreement that upon signing becomes the acknowledgement to agree to abide by this policy.

The School – Bairnsdale Christian Community School

4. Acceptable Use

4.1. The School has provided guidelines in this document in relation to the acceptable use of Digital Technology and the School's internet.

4.2. All students and their parents/guardians are required to sign the Responsible Use Agreement connected to this policy, which covers the care, use and management of Digital Technology in a cybersafe learning environment. This management covers security, email, internet access, virus protection and cybersafety.

4.3. The use of Digital Technology is for the benefit of students' learning.

4.4. The permissible use of Digital Technology is on the understanding that students will access applications and files in safe and ethical ways. Students need to be aware that the School's Student Code of Conduct (accessible from the School's website) extends outside of school hours and off site.

4.5. The School reserves the right to monitor the content of any Digital Technology used on the School's network for the purpose of acceptable use. This includes email and network filtering, as well as Digital Technology monitoring.

5. Cyber Safety & Cyber Bullying

5.1. Bairnsdale Christian Community School is committed to creating a cybersafe learning environment.

5.2. Please refer to Cybersafety Guidelines provided in this document to help everyone stay safe when using Digital Technology at School and outside of normal school hours.

5.3. As per the Student Code of Conduct (available on our website) and the Bullying & Harassment Policy (available upon request), students must not participate in any form of cyberbullying, or behave online in a manner that threatens, intimidates, victimises, or humiliates another child, student, parent or member of the School Community. This includes, but is not limited to:

5.3.1. The sending or posting of inappropriate and hurtful email messages,

5.3.2. Instant messages,

5.3.3. Text messages,

5.3.4. Digital pictures/images,

5.3.5. Social media and/or website postings.

5.4. Whether this behaviour occurs off-site, on site, during school hours and/or out of school hours, the School reserves the right to suspend or exclude a student from attendance at school should there be a breach of any of these policies.

5.5. If the School suspects an electronic crime (e-crime) has been committed, the

School has an obligation to report this to Victoria Police under the Cybercrime Act 2001 and the Criminal Code Act 1995. Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on Digital Technology e.g., mobile, laptop or USB/storage device, the relevant item of Digital Technology will be confiscated and handed to the investigating Police Officer. The Police will determine any further action that may need to be taken.

6. Using the School's Digital Technology

6.1. Students must only use the School's digital technology for the purposes of education.

6.2. The following actions are considered to be unacceptable by the School and in breach of this policy:

6.2.1. Connecting to the Internet through a proxy or VPN service.

6.2.2. The use of chat clients (e.g. Messenger),

6.2.3. or playing LAN games.

6.2.4. Downloading large, non-school related files.

6.2.5. Changing of any settings.

6.2.6. Attempting to remove any internet filtering software installed by the School.

6.3. Students must not make any attempts to try to find information that could harm, embarrass, or offend. If students should accidentally come across sensitive, offensive, or Objectionable material they must minimise or turn off that screen immediately and report this to a parent, teacher, or other staff member. The retrieval, viewing, sharing, or posting of any Objectionable material that is sexually explicit, obscene, violent, or offensive is prohibited.

6.4. Students must not divulge any personal information about themselves or others (e.g., home addresses, telephone numbers, EFTPOS or credit card numbers, date of birth, age) online.

6.5. Students must not attempt to invade the privacy of others, send anonymous messages or, messages with offensive language. Students are reminded that their School email accounts are not private and that filtering is in place. This filtering may flag offensive language or Objectionable material.

6.6. The School reserves the right to install educational and/or monitoring software on Digital Devices used at School, for both the safety and enhancement of student learning. Families must not attempt to remove any software installed by the School without first consulting with the School.

7. Non-school Applications, Copyright, Music & Media Files

7.1. At all times, the performance of Digital Devices is for the primary purpose of student learning. Some software can slow down the performance of the Digital Device or corrupt it so that it is unusable. The School will not support software

installed by students. If software is installed by a student that creates an issue on a student's Digital Device, the School will remove the problem software and any costs incurred, will be charged to the family concerned.

7.2. Students must adhere to any laws pertaining to copyright (Copyright Act 1968 (Cth)), other intellectual property rights and licensing agreements. The downloading onto the School's Digital Device of music, games, images, and material which is not endorsed by the School, is prohibited. The downloading, sharing, storing, and playing of illegal or pirated material is prohibited. Any illegal material discovered during the course of a Digital Technology audit, repair or upgrade will result in the illegal material being deleted immediately and all repair costs will be changed to the family concerned.

7.3. School Digital Devices or Digital Technology that are found to contain illegal content will be re-imaged or restored to factory settings depending on the nature of the material discovered during an audit. It is therefore important to ensure that students have backups of the information stored on their Digital Devices in an alternative location as good practice. Equally, a breach of the School's policies on the use of non-school applications may also result in the restoration of the Digital Device to its original specifications, with the consequential loss of all student data.

8. Care And Security of Digital Devices

8.1. The onus is on students to take care of any Digital Device and Digital Technology in relation to carrying, cleaning, storage, and security both on and off-site and to treat their Digital Device with the appropriate level of care.

8.2. Students experiencing problems with their device while onsite are able to access basic support however, we are unable to provide technical support to students experiencing technical problems with their device while off site. If required, parents are responsible to source technical support for school devices when off site.

8.3. Damage to Digital Technology belonging to the School due to neglect, abuse or a malicious act, will have the cost of repair or replacement passed on to the parent/guardian for payment. Parents/Guardians must ensure that students report lost, stolen or damaged Digital Devices to the school within 24 hours of the incident occurring. If a Digital Device has been lost or stolen, it must be reported to the police. The School does not accept any liability for lost or stolen Digital Devices.

8.4. The family of a student who is found to have wilfully damaged or caused repeated careless damage to their Chromebook will be liable for the full repair cost of the Chromebook. The School has an expectation that repairs to Chromebooks are attended to in a timely manner. The device should ideally be repaired within a 30-day time frame.

9. Breaches Of This Policy

9.1. Adherence to this policy, and its guidelines, will help ensure a positive, supportive, productive, and safe learning environment for all students at Bairnsdale Christian Community School.

9.2. Students must adhere to the directions of teachers and staff at all times.

9.3. Students should not attempt to open any application or file unless instructed to do so by a teacher, parent, or guardian.

9.4. Depending on the seriousness of a particular breach of this Agreement or other policy, an appropriate response will be made by the School. Possible responses could include one or more of the following:

9.4.1. A discussion with the student,

9.4.2. Informing parents or guardians of the incident,

9.4.3. Loss or suspension of student access to the School's Digital Technology, resources, or facilities,

9.4.4. Taking disciplinary action,

9.4.5. Recovery of any incurred costs,

9.4.6. Removal and confiscation of a Digital Device/Digital Technology from a student's possession,

9.4.7. If illegal material or activities are involved, it may be necessary for the School to inform Victoria Police.

10. Changes To This Agreement

The School reserves the right to amend this Policy as necessary. These changes may be brought about due to changes in technology, legislation, or policy. Any changes will be communicated in writing.

Social Media Code of Conduct

Purpose

Bairnsdale Christian Community School understands the importance social media can play in the lives of the school community when it comes to communication, collaboration, learning and sharing. This includes using tools such as Facebook and a host of other online tools and applications used for the purposes of connecting and sharing information.

Our social media pages provide people with an opportunity to make enquiries or share their knowledge and experiences. Those who voluntarily become part of our social media networks should note that comments posted are public. We require that any interaction with our School's social media networks demonstrate our values: Love, Wisdom, and Integrity.

We want everyone to be part of our community in a positive way while showing each other respect. This Code of Conduct exists to protect the School's reputation through the establishment of clear guidelines of what is acceptable when interacting within our social media networks.

When Posting Comments

We request that all users interacting within the School's social media networks, either through liking posts or commenting on them, do so by using accounts that clearly identify the user by their real name. BCCS will not connect with users who are not clearly identified. Users are encouraged to only use first names in posts when acknowledging someone's great work or community contribution. Although we want to build our community through positive support, we also want to protect the privacy of the individuals within our community members.

Negative Posts

The School encourages support through comments or 'like' and welcomes questions via our social media networks, but there are some things that should be dealt with privately. The School does not want to see our social media networks used for issues involving any students or staff. The School will also not support or allow the publishing of comments that reflect negatively on any member who forms part of our School community or permit comments that are intended to incite discord. How our community behaves on our social media networks serves as an example to our students on how to behave in a social media environment.

Privacy And the Law

Being mindful of online safety, we ask that users refrain from using surnames or post specific information about people at our School. Comments that may be considered as breaching an individual's privacy may be deleted to protect that individual. The School also abides by the guidelines set out by the Office of the Australian Information Commissioner (OAIC). As each social media network has its own 'Terms and Conditions', users must also abide by these.

The School will not engage with individuals who are considered to be minors if a network poses restrictions in relation to this. Children are free, under the supervision of their parents, to view our pages and contribute to content.

Posting To BCCS Social Media Networks

Users will not be able to author a posting of their own or upload media (photos and videos) on our Bairnsdale Christian Community School public Facebook page. Users will be able to 'like' a post, comment on the School's postings and on any comments made by other users. Our private BCCS Community Facebook page is open to parents listed on the enrolment form for the purpose of building community. Though this page is restricted, any online postings and conversations are not private and therefore parents are advised that the Negative Posts statement above applies. Any participation or contribution should not be spreading false or unsubstantiated rumours or false or misleading information in regard to the BCCS community and its members.

Breaching This Code of Conduct

The School reserves the right to both moderate and filter any and all of the content on its social media pages and to block users from interacting with any of our networks if it is deemed to be a breach of this Code of Conduct. Inappropriate content, comments or posts that do not meet the guidelines of our Code of Conduct will be removed. No further correspondence will be entered into regarding the removal of this content.

Social Media Network Administration

The administrators of each of our sites, and Executive Leadership are responsible for ensuring that the Social Media Code of Conduct is implemented. This Code of Conduct will be reviewed annually to ensure that it continues to meet the needs of our School Community and current social media practices.

BCCS Cybersafety Guidelines

Parents, caregivers, and guardians play a vital role in helping to develop knowledge, understanding and ethics around their child's safety, particularly when using a Digital Device and the internet. Parents, caregivers, and guardians are also important partners in helping their children to employ cybersafe practices for themselves and the people around them. We encourage families to take time to discuss the strategies listed here to help children in staying safe when using Digital Technology both in and out of school. Some helpful guidelines for students to know and adhere to have been listed below.

1. I will not use the School's Digital Technology until my parents/guardians, and I have read, completed, signed, and returned the Agreement Form to the School.

2. I will only ever log on with my own username. I will not allow anyone else to use my username or log-on.

3. I will keep my password private and will not share it with others.

4. I will only use my Digital Device and the internet when a supervising staff member gives me permission to do so or for the purposes of homework/study and assignments.

5. I will only use the internet, email, Digital Devices (including mobile phones) or Digital Technology for positive purposes and not to offend, be mean, rude or to bully, harass, or harm anyone else in any way, or harm the School, even if it is meant as a joke.

6. I will not use my mobile phone at School during the course of a school day.

7. While at school, I will:
   - 7.1. Only access, attempt to access, download, save and distribute age appropriate and material relevant to my education during the course of the school day.
   - 7.2. Report any attempt to get around or bypass security, monitoring and filtering that is in place at school.

8. If I accidentally access inappropriate material, I will:
   - 8.1. Not show others.
   - 8.2. Turn off the screen or minimise the window.
   - 8.3. Report the incident to a teacher immediately.

9. I will inform the teacher of any involvement or activity involving Digital Technology that might put me or anyone else at risk while I'm at school and/or involved in School internet/Digital Technology activities (e.g., Inform on bullying or harassing).

10. I will not respond to any messages including email messages sent to me by a person I do not know. I will report this to parents/guardians or teachers immediately.

11. I will ask my teacher's or parent's permission before I put any personal information online. Personal identifying information includes any of the following:
    - 11.1. My full name,

11.2. My home address,
11.3. My email address,
11.4. My age or date of birth,
11.5. My phone numbers,
11.6. Photos of me and/or people close to me.

12. To ensure I comply with copyright laws, I will only download or copy files such as music, videos, games, or programs when I have been given permission by a teacher, parent/guardian, or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games, and programs/applications.

13. The School may monitor traffic and material sent and received using the School's Digital Technology. The School may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

14. The School may monitor and audit its Digital Technology and Internet access and may commission an independent forensic audit. Auditing may include any stored content, and all aspects of their use, including email.

15. I must not attempt to remove any software installed on School owned devices without express permission from the School.

16. I will respect all the School's Digital Technology and will treat all Digital Technology with care. This includes:
    16.1. Not intentionally disrupting the smooth running of any of the School's Digital Technology systems,
    16.2. Not attempting to hack or gain unauthorised access to any system,
    16.3. Following all the School's cybersafety guidelines, and not joining in if other students choose to be irresponsible with Digital Technology.
    16.4. Reporting any breakages/damage or irresponsible use to a staff member.

17. If I do not follow cybersafe practices, the School may inform my parents/guardians. In serious cases, the School may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or an e-crime is suspected, it may be necessary for the School to inform the Police and hold securely any personal items for potential examination by Police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

Parent Cybersafety & Digital Technology Agreement

I have read and discussed the School's Cybersafety and Digital Technology Policy, including the Social Media Code of Conduct & Cybersafety Guidelines, with my child and understand the role that I play in developing my child's knowledge with respect to cybersafety.

I agree to partner with the School in relation to this and am aware of the School's initiatives to maintain the care, use and management of Digital Devices in a cybersafe learning environment.

I further understand that breaches of the School's Cybersafety and Digital Technology Policy could result in:

a. A discussion with my child.
b. Being informed of the incident.
c. Loss or suspension of my child's access to the School Digital Technology, resources, or facilities.
d. Disciplinary action being taken.
e. Recovery of any incurred costs.
f. Removal/deletion of objectionable/illegal/suspect content from my child's Digital Device or the restoring of my child's device to its original settings.
g. Removal and confiscation of a Digital Device/Digital Technology from my child's possession.
h. If illegal material or activities are involved, it may be necessary for the School to inform Victoria Police.

I understand that any cost to the School incurred as a result of loss, damage or system cleaning arising while in our care, will be an extra cost added to our school fees invoice.

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____ Date: _____

Additional Resources

The following websites contain valuable information for parents.

For resources on cybersafety for parents:
Office of eSafety Commissioner- https://www.esafety.gov.au/parents

Stay Smart Online - www.staysmartonline.gov.au

Thinkuknow - https://www.thinkuknow.org.au/

The Australian Institute of Family Studies - https://aifs.gov.au/cfca/publications/online-safety

The Australian Parenting Website For pre-teens - https://raisingchildren.net.au/pre-teens/entertainment-technology

For resources related to Australian Communications and Media
https://www.acma.gov.au

Information and strategies on how to deal with bullying for parents, students, and schools
http://www.bullyingnoway.gov.au/
https://kidshelpline.com.au/teens/issues/bullying

To report online bullying (cyberbullying)
https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/i-want-toreport-cyberbullying

For information and support for victims of bullying
Kids Helpline http://kidshelpline.com.au/

Lifeline https://www.lifeline.org.au/

Reach Out www.reachout.com.au

Beyondblue www.beyondblue.org.au

Headspace www.headspace.org.au

Australian Psychological Society www.psychology.org.au

Australian Guidance and Counselling Association www.agca.com.au

For information on Cyber crime
Australian Federal Police https://www.afp.gov.au/what-we-do/crime-types/cyber-crime