

# St. John XXIII eSmart and Cybersafety Policy

## **RATIONALE**

St. John XXIII Primary School is committed to the well-being and safety of all its students and staff. This is supported by a whole school approach to cybersafety and student well-being. Therefore, St. John XXIII eSmart policy encompasses agreements, procedures and acceptable behaviours related to cyber safety, cyber bullying, cyber-risks, use of Digital Technologies (DT) and mobile devices.

St. John XXIII Primary School has developed the eSmart policy using resources and information from the Victorian Department of Education, CEM and through guidance from the eSmart program an initiative of the Alannah and Madeline Foundation. The school has an eSmart committee that has collaborated on developing this policy and procedures.

## **AIM**

The policy seeks to provide common consensus of definitions related to cybersafety and cyberbullying and where and how cyber safety is taught within the school curriculum. The policy also provides links to the Staff and Student User Agreements, School Cybersafety rules, Child Safe, Staff code of conduct, Anti-Bullying Policy, Student Wellbeing and St. John XXIII Child Protection Policy.

## **POLICY**

St. John XXIII Primary School believes that all forms of bullying are unacceptable.

The students and Staff have a shared understanding of the evidence informed definitions of bullying, cybersafety, cyber-risk and cyberbullying. While separate policies exist, bullying in any form is deemed unacceptable.

St. John XXIII Primary School is in mutual agreement of the evidence-based definition of Bullying and Cyberbullying taken from “ Building Respectful and Safe School-State Government of Victoria”- DEECD, 2009.

## **DEFINITION OF COMMON TERMS**

## **BULLYING**

“Bullying is when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance **on more than one occasion.** There is an imbalance of power in incidents of bullying, with the bully or bullies having more power at the time due to age, size, status or other reasons.”

“Bullying may occur because of perceived differences such as culture, ethnicity, gender, sexual orientation, ability or disability, religion, body size and physical appearance, age or economic status. Bullying may be motivated by jealousy, distrust, fear, misunderstanding or lack of knowledge. It can continue over time, is often hidden from adults and will probably continue if no action is taken.” - DEECD, 2009

### **Types of bullying**

There are four broad types of bullying:

1. Direct physical bullying: includes hitting, kicking, tripping, pinching and pushing or damaging property.
2. Direct verbal bullying: includes name-calling, insults, teasing, intimidation, blackmail, threatening, remarks about sexual orientation or race, or verbal abuse.
3. Indirect 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. Indirect bullying includes: lying and spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude someone, damaging someone's social reputation or social acceptance.
4. Cyberbullying: is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. - DEECD, 2009

## **CYBERSAFETY**

“Cyberbullying refers to the protection of children when they are online. Cybersafety information addresses online dangers to children, such as: exposure to illegal or inappropriate material, stranger danger, identity theft, invasion of privacy, harassment and cyberbullying. We are not talking about computer security, spam or viruses.” - Australian Council and Media Authority, 2013

## **CYBER-RISKS**

Cyber-risks are factors that can contribute to or provide a platform for cyber-bullying or harm. These include unsupervised use of internet, social media platforms, such as

Snapchat, Facebook, Instagram, Twitter and online marketing campaigns that promise prizes in return for personal details. Other cyber-risks include, stranger danger, inadvertently downloading viruses, hacking, insecure passwords and posting personal photos online. Tools, such as firewalls, filters and antivirus software may help reduce cyber-risks.

## **CURRICULUM**

At St. John XXIII Primary School Cybersafety and Respectful relationships are explicitly taught across all year levels. The school uses the six school rules and the Commonsense Media Cyberbullying Scope and Sequence. The school also participates in cross-level teaching and promotion of cybersafety and participates in activities which promote what the children have learnt. The school has provided opportunities for its parental community to participate in information evenings where cyber safety/bullying is discussed. The school has also provided ongoing Professional Development for staff.

## **CYBERBULLYING and BULLYING MANAGEMENT PROCESS**

St. John XXIII Primary School has developed a process for reporting, responding to, and collecting data in relation to cyberbullying/bullying and isolated incidents. Staff and students have been explicitly taught this reporting process. This form is attached to the student's St. John XXIII portal. Incident report (**Appendix 1**)

The school has also developed an ethical reporting system of any cyberbullying related incidents, (**Appendix 2**). The school also has a Behaviour Management Policy, Student Wellbeing Policy and Anti-bullying Policy

## **ACCEPTABLE USE AND RULES**

St. John XXIII Primary School has a Staff Acceptable User Policy and Student Acceptable User Policy found on the school's enrolment form, as well as whole school cyber safety rules, which are taught at the beginning of the year and reinforced. The school has six school rules that cover all aspects of student safety and well-being.

## **STUDENT MOBILE PHONE AND DEVICES**

Mobile phones and other electronic devices, such as personal tablets and iPods are to be handed in at the office at the beginning of each day and collected at the end of the day. These devices are not permitted to be used and or stored in the classroom. With the use of Google docs, USB's are no longer necessary or permitted.

## **STUDENT PHOTO POLICY**

Upon enrolment, the parents at St. John XXIII are asked to sign a "Student Photo Permission Form." Parents give permission for their child's image to be used around

the school and on the St. John XXIII Website for their child's duration at St. John XXIII Primary School. Parents are also able to request that their child's image is not to be used. **(Appendix 3)**

### **STUDENT WELL BEING**

Students at St. John XXIII take part in fortnightly wellbeing sessions facilitated by the Classroom Teacher and Student Wellbeing leader. During these sessions students are given the opportunity to participate in classes that focus on a different area of well being each session such as friendship, emotions etc. These may include circle time and the use of Kelso's Choices. This is guided by the wellbeing policy.

### **eSMART INDUCTION PROCESS**

At St. John XXIII Primary School, it is the responsibility of the Classroom teacher to induct any new students to the School Rules and Cybersafety rules. It is the responsibility of the Principal/Deputy Principal to induct any Casual Relief Staff, New Teaching staff, Aides and other staff of the School's eSmart Policy. The eSmart policy will be placed on the staff portal and the school website.

### **Important contacts**

Victoria Policy: 000

Kids Helpline: 1800 551 800 or [www.kidshelpline.com.au](http://www.kidshelpline.com.au)

**Reviewed: February 2021**

Appendix 1.

## **St John XXIII School** Cybersafety Reporting Procedure



This form is to be completed as soon as the incident has been brought to the attention of the school. This form can be used to record low to high levels of cyberbullying. It is mandated that all incidents are recorded. Police reporting may be required depending on the severity of the incident. It is important to gather all the facts of this incident.

**Please complete all steps of this form.**

**Date:**

**Step 1: Initial awareness of cyberbullying incident**

How/by whom were you first made aware of the situation?

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**Step 2: Initial interview(s) of student(s) involved**

The following student(s) have been interviewed. The interview is to be documented.

Name(s) of student(s)

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Names of staff/parents present at interviews

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St. John XXIII Incident Report

Incident Date:

Name of Student/s	Where incident occurred?	Type of Technology/Website involved
Staff involved	Parents informed? (Phone Call, letter, meeting arranged)	Meeting Attendance/Date

Type of Incident

Other Involvement

Response

Resolution/ Consequence

Teaching point/ Follow up action

# ST. JOHN XXIII PHOTO AGREEMENT

## Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Office Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

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**STUDENT'S FULL NAME:** \_\_\_\_\_ **YEAR LEVEL:** \_\_\_\_\_

- I give permission for my child's photograph/video and name to be published in:
  - the school website
  - social media
  - promotional materials
  - newspapers and other media.
- I authorise the CEM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEM/CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the CEM/CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

**LICENSED UNDER NEALS:** The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent / Guardian  
(please circle )

\_\_\_\_\_

**Signed:** Parent/Guardian

\_\_\_\_\_ **Date:** \_\_\_\_\_

**If Student is aged 15+,  
student may also sign:**

**Signed:** Student

\_\_\_\_\_ **Date:** \_\_\_\_\_

*Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).*

<i>OFFICE USE</i> <b>Date of Photograph/Video: (month &amp; year)</b>	
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