



# St James Catholic Primary School Cyber Safety Policy

## Rationale

At St James Catholic Primary School, we believe that everyone is entitled to be safe in the online digital environment. We strive to create an environment and cyber culture that supports students learning, personal growth and positive self-esteem.

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.

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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 school is managed through our '1-to-1 Learning Tool Agreement'.

## Purpose

St James 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 school community' approach involving students, staff and parents/carers;
- Cyber safety and cyber bullying prevention strategies be implemented within the school 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.

## **Implementation**

St James recognises that the implementation of whole of school 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 school:

### ***Strategy - Key Elements***

1. 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;
2. Education, training and professional development of staff in cyber safety strategies;
3. Regular provision of information to parents/carers to raise awareness of cyber safety as a school 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 school;
4. Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
5. 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);
6. Reporting of cyber safety incidents is encouraged and made easy through the establishment of multiple reporting channels (as specified below);
7. Regular risk assessments of cyber safety within the school are undertaken by surveying students to identify cyber safety issues;
8. Records of reported cyber safety incidents are maintained and analysed, in order to identify systemic issues and to implement targeted prevention strategies where appropriate;
9. Cyber safety strategies are included in students' school diaries;
10. Promotion of student cyber safety awareness by participating in relevant cyber safety related events.

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 school community;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

**Related Policies**

Anti-Bullying Policy

1-to-1 Learning Tool Agreement

**Evaluation**

This policy will be reviewed as part of the school's four-year review cycle or as required.

**Ratification**

This policy was ratified by St James Catholic Primary School in May 2016