

**Julia Gillard Community College
Policy and Procedure**

Policy name	School Student Online Safety Policy and Procedure
Responsible person	Principal and IT team
Scope	All Students
Review date	Approved: 13 Sept 2024 Review due: Semester 2, 2025

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1. Introduction

This policy has been developed to provide students at Julia Gillard Community College (the **School**) with information, standards and guidelines for the acceptable use of social media and the School’s computer network, including internet and email.

2. Scope

This Policy and Procedure (**Policy**) applies to all Students.

This policy and procedure should be read in conjunction with the *Information Security and Asset Governance Policy & Procedure* and the *Data Breach Response & Information Security Incident Policy and Procedure*.

The obligations in this Policy apply to all College online and virtual environments made available or authorised by the School for use by students, including emails, portals,

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intranet systems, software application, collaboration tools and online services, on devices owned by the School and personal devices.

3. Definitions

Computer includes mobile phone, tablet, and laptop devices.

Policy means this document.

School means Julia Gillard Community College, operated by Wyndham Community and Education Centre.

Social Media is the term used for internet-based tools used for creating, sharing and discussing information among people online. Wyndham CEC, acknowledges that the use of web 2.0 technologies and social media is increasingly part of everyday activities.

Social Media may include (but is not limited to):

- social networking sites such as Facebook, Twitter, Snapchat, Instagram, TikTok and LinkedIn;
- video and photo sharing websites such as Flickr, Photobucket, Vimeo and YouTube;
- blogs, including professional blogs and personal blogs;
- blogs hosted by media outlets;
- wikis and online collaborations;
- forums, discussion boards and groups such as Reddit, Google groups
- podcasting;
- online multiplayer gaming platforms;
- instant messaging such as SMS, WhatsApp and Messenger;
- Video conference and web conferences such as Microsoft Teams, Zoom and Google Meet;
- Email;
- Any other websites, applications or devices (including use of mobile phones) that enable individuals to publish or distribute their own views, blogs, comments, photos, videos, or similar.

Students means all those enrolled in the School.

4. Guiding Principles

Julia Gillard Community College has no tolerance to any forms of abuse, including racist abuse and child abuse. Students are expected to behave in ways that contribute to a safe and inclusive environment at the School - including online.

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Guiding principles for online safety for students in the School Environment are:

1. online environments and online conduct are a valuable educational tool;
2. online safety is managed through a 'whole of school community' approach involving students, staff and parents/carers;
3. online safety and cyber bullying prevention strategies are implemented at the School on a continuous basis with a focus on teaching age appropriate skills and strategies to empower students to recognise online safety issues and respond appropriately;
4. cyber bullying response strategies are tailored to the circumstances of each incident; and,
5. our bullying prevention, intervention and online safety strategies are reviewed on an annual basis against best practice.

5. Responsibilities of Students

Students must:

- abide by this Policy;
- sign the Computer, E-Mail and Internet Usage Contract form at enrolment;
- take responsibility for content accessed by, sent by or published on their online and social media accounts;
- use computers and internet resources responsibly;
- follow guidance from Staff;
- not save files to the Hard Disk Drive. Students should save to their own logon where allocated, allocated cloud storage, or a USB;
- report any problems with computers to itsupport@wyndhamcec.org.au;
- report to a CSO or the Principal any person found:
 - accessing any material that is fraudulent, discriminatory, threatening, bullying, racist, sexually explicit or otherwise inappropriate or unlawful;
 - performing malicious activities online; and/or
 - wilfully damaging computer or computer related equipment.

Students must not:

- if issued with an individual computer login and password, under no circumstances share these details with anyone, either internal or external to the School or Wyndham CEC;
- disable or bypass settings for virus protection, spam or filtering;
- knowingly forward chain letters or email hoaxes, or viruses;
- send or publish inappropriate or unlawful material, including offensive, abusive, racist, sexually explicit or discriminatory comments;

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- engaging in threatening, bullying or harassing behaviour;
- engage in defamatory behaviour about a person or Wyndham; or
- plagiarise information or fail to acknowledge sources used in their work.

Students will be aware that:

- they are held responsible for their actions while using computers and internet at the School and material published on their accounts;
- content published on their social media accounts will be assumed to be have published or authorised by them;
- the misuse of internet and computer equipment may result in disciplinary action which includes, but is not limited to, the withdrawal of access to online environments and termination of enrolment;
- they could be held accountable and responsible for wilful damage to computer equipment and any associated costs;
- their emails are archived and their web browsing is logged;
- personal or sensitive information in emails or on websites, could be used as records in investigations, court proceedings or for other legal reasons;
- computer rooms located at 4 Synnot St are monitored by security cameras;
- student computers reset on restart, as such all work saved locally to a computer will be deleted on restart; and
- any illegal activity will be reported and may constitute criminal activity.

6. Using computers and the internet in the classroom

Computers and the internet provide opportunities to enhance the student learning experience by providing access to global information and resources to assist with learning outcomes. Use of Wyndham CEC computers and internet resources are intended for learning and research.

All usage of computer rooms will be monitored; computer rooms located at 4 Synnot St are additionally monitored by security cameras.

7. Online safety hazards

The School must ensure physical and online environments promote safety and wellbeing while minimising the opportunity for children, young people and students to be harmed. Online safety also includes 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 online safety issues and risks of harm online include:

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- cyber bullying - the ongoing abuse of power to threaten or harm another person through the use of technology (Refer to our *Bullying Prevention and Intervention Policy*);
- exposure to inappropriate imagery or content;
- grooming - predatory conduct to gain trust from a child and the people surrounding the child with the intention to commit later sexual abuse
- image-based abuse or sexting - sending or posting of provocative or sexual photos, messages or videos online;
- identity theft - 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.

8. Online safety strategies

The following initiatives form part of our overall online safety strategy within the School.

Identifying and mitigating risks

- regular risk assessments of online safety are undertaken by surveying students to identify online safety issues and prior to introducing new online systems or software;
- reporting of online safety incidents is encouraged and made easy through multiple reporting channels (IT team, CSOs, Principal);
- records of reported online safety incidents are maintained and analysed, in order to identify systemic issues and to implement targeted prevention strategies where appropriate.

Education and empowerment of students

- a curriculum and peer support system to provide age-appropriate information and skills relating to online safety (including cyber bullying) to students;
- promoting a supportive environment to encourage positive relationships and communication in the online world;
- promoting responsible bystander behaviour among students so students know how to report online safety issues to the School and that their concerns will be taken seriously;
- promoting students' rights to privacy and access to information;
- promoting online safety awareness by participating in relevant online safety related events; and
- displaying online safety posters in the School.

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Role of adults in the School community

- we train our Staff in online safety strategies;
- we give parents/carers information to raise awareness of online safety, help them to recognise online safety risks, and know clear paths for raising concerns relating to online safety and/or cyber bullying with the School; and
- we promote responsible bystander behaviour among students, staff and parents/carers.

9. Disciplinary action

Where a student breaches this Policy, it may be considered a breach of the Student Code of Conduct, for example for cyber bullying. The School may implement disciplinary action for breach of this Policy, including termination of enrolment.

Related documents

Legislation: Occupational Health & Safety Act 2004 (Vic); Crimes Act 1958 (Vic); Charter of Human Rights and Responsibilities Act 2006 (Vic), Privacy Act 1988 (Cth), Privacy and Data Protection Act 2000 (Vic), Equal Opportunity Act 2010 (Vic), Crimes Act 1958 (Vic), Child Wellbeing and Safety Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Racial and Religious Tolerance Act 2002 (Vic), Racial Discrimination Act 1975 (Cth), Fairwork Act 2009 (Cth).

Policies: School Bullying Policy & Procedure, Cyberbullying Policy & Procedure, Privacy Policy & Procedure Students and Clients, School Complaints and Appeals Policy & Procedure, Child Safety and Wellbeing Policy & Procedure, Information Security and Asset Governance Policy & Procedure, Data Breach Response & Information Security Incident Policy and Procedure, School Records Management Policy & Procedure, Risk Identification & Management Policy and Procedure, School Staff Management Policy & Procedure, School Discipline Policy & Procedure.

Other: Codes of Conduct, Child Safe Standards.