



Purpose

Surf Coast Secondary College recognises the importance of digital technologies in preparing students for a successful future and believes the learning and teaching of digital skills is an integral part of the curriculum. The College want our students to be confident and safe using this technology. Our school will be an eSmart school and promote cybersafety in the community. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

eSmart will help teachers, students and the whole Surf Coast Seocndary College school community embrace the benefits of technology and reduce our exposure to cyberspace risks such as cyberbullying, identity theft, online sexual predation and accessing or sending inappropriate images and content. eSmart is an initiative of The Alannah and Madeline Foundation, a national charity committed to protecting children from violence.

Our work towards achieving eSmart status will involve the whole school community— for example, we'll be integrating cybersafety into our wellbeing policies, establishing clear procedures to deal with incidents, and delivering curriculum around the smart, safe and responsible use of technology.

Definitions

Cyber-safety: refers to the safe use of the internet and ICT equipment/devices including mobile phones.

Cyberbullying: is when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the Internet, mobile phone , instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter or other type of digital technology. Cyberbullying is usually not a one time communication, unless it involves a death threat or a credible threat of serious bodily harm.

ICT equipment/devices: in this document includes, but is not limited to, computers, laptops, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, and any other technologies as they come into use.

Digital Literacy: is the ability to locate, organise, understand, evaluate, and create information using digital technology. It involves a working knowledge of current technology, and an understanding of how it can be used. Digitally literate people can communicate and work efficiently with a wide range of technologies.

Guidelines

Incidents of Cyberbullying will not be tolerated at Surf Coast Secondary College and victims and their carers will be encouraged to report incidents to law enforcement bodies. All incidents of Cyberbullying must be referred to the students' Connect teacher, Sub-school leader or member of the Principal Team.

1. Students are advised to report an incident if:
 - They feel that the welfare of other students at the school is being threatened
 - They have experienced an incident of Cyberbullying
 - They come across sites which are not suitable for their school
 - Someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
 - They accidentally do something which is against the rules and responsibilities they have agreed to.
2. All students and parents are required to read and sign a copy of the College's Digital Learning Community Agreement before they will be allowed online or to use digital devices at the College. All students will undertake a Cybersafe program as part of their induction into year 7 at the school, and this education program continues in Connect through all year levels.
3. Safe and responsible behaviour will be explicitly taught and parents/carers are requested to reinforce this behaviour at home. Parents can view the Cybersafe programs at www.common sense media.org
4. The school community will be provided with Cybersafety information on a regular basis. through newsletters, information sessions and the school's Digital Learning website at <http://digitallearningscsc.weebly.com/>
5. Any student who does not follow the rules of the Digital Learning Community Agreement may lose certain privileges for a length of time as decided as appropriate by the Principal, Assistant Principal, Learning Community Leader or Classroom Teacher.
6. The student may be required to complete additional Cybersafety lessons before their privileges are returned.
7. Parents will be notified and expected to meet with school staff if students are involved in any incidents of bullying/cyberbullying. Notification will also be given when device privileges are suspended or withdrawn.

Documentation in place

Copies of all documentation can be found online at <http://digitallearningscsc.weebly.com> or on the school website at <http://www.surfcoastsecondarycollege.vic.edu.au>

- College Behaviour Policy
- 1:1 Device Welcome Booklet
- 1:1 Learning Device Policy
- User Agreements

Expectations

Staff;

- must abide by the DET and school-based Acceptable Use Agreement and ensure that students adhere to the Digital Learning Community Agreement. They must document any breaches, and follow through with consequences when required.
- are to provide explicit education around the safe and ethical use of the internet and digital technologies
- are to model and teach eSmart - Cybersafety as part of their classroom

curriculum.

- are expected to report all cases of Cyberbullying which come to their attention, to school leadership.
- need to be aware of Privacy Legislation. www.privacy.gov.au and Copyright Legislation. www.smartcopying.edu.au

Students;

- all Year 7 to 12 students must sign a copy of the Digital Learning Community Agreement upon enrolment at the College
- must follow the guidelines listed in the Digital Learning Community Agreement
- are encouraged to report any incidents of Cyberbullying or inappropriate use of technology that they become aware of. Students are expected to report such matters to both parents and school staff.

Parents;

- are expected to be familiar with the school's Digital Learning Community Agreement. Familiarity will enable parents to support students in adhering to the expectations set out in this document.
- are asked to report any incidents of Cyberbullying (as defined in this policy) that they become aware of to the school.
- should be aware of and have knowledge of the documents listed within this policy.

References/Resources/Agreements and Policies:

- eSmart School Program -The Alannah and Madeline Foundation
- www.education.vic.gov.au/studentlearning/elearning
- www.common sense media.org

Evaluation

This policy will be subject to a regular cycle of review every three years

Policy current as of April 2016