

CYBER SAFETY POLICY

Context

Christian Brothers' College St Kilda (CBC St Kilda) is a Catholic school for girls and boys in the Edmund Rice tradition, established in 1878. CBC St Kilda is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Rationale

CBC St Kilda staff and students have the right to feel safe and not be concerned about being harassed, intimidated or bullied. This right extends beyond the physical environment.

Principles

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.

Common cyber safety issues include:

- Cyber bullying – the ongoing abuse of power to threaten or harm another person through the use of technology (refer to the College Bullying Prevention and Intervention Policy).
- Sexting – the 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.
- 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 (eg. smart phone, tablet, laptop, home computer).

Safe use of technology whilst at school is managed through our Information and Communication (ICT) Policy.

Policy Statement

CBC St Kilda 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 College community' approach involving students, staff and parents/guardians;
- Cyber safety and cyber bullying prevention strategies be implemented within the College on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/guardians to recognise cyber safety issues and respond appropriately;
- Cyber bullying response strategies be tailored to the circumstances of each incident; and
- College bullying prevention, intervention and cyber safety strategies are reviewed on an annual basis against best practice.

Procedures

Cyber Safety Strategies

CBC St Kilda 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 the College's overall cyber safety strategy:

- Designate specific staff as 'Cyber Safety Contact Persons' (refer below for details);
- 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;
- Education, training and professional development of staff in cyber safety strategies;
- Regular provision of information to parents/guardians to raise awareness of cyber safety as a College 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 College;
- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/guardians;
- Promotion of responsible bystander behaviour amongst students, staff and parents/guardians (this may occur where a bystander observes inappropriate online behaviour either being perpetrated by, or targeted at, a student);
- Reporting of cyber safety incidents is encouraged and made easy through the establishment of multiple reporting channels (as specified below);
- Regular risk assessments of cyber safety within the College are undertaken by surveying students to identify cyber safety issues;

- Records of reported cyber safety incidents are maintained and analysed, in order to identify systemic issues and to implement targeted prevention strategies where appropriate;
- Cyber safety strategies are included in the College handbook;
- Cyber safety posters are displayed strategically within the College; and
- Promotion of student cyber safety awareness by participating in relevant cyber safety related events for parents and students.

Cyber Safety Contact Persons

CBC St Kilda has appointed a number of staff whose role it is to:

- Review the College's cyber safe policy and relevant cyber safety initiatives (such as student education, staff professional development, parent/carer information) on at least an annual basis to ensure that they are effective in minimising cyber safety risks within the College;
- Maintain up to date knowledge of cyber safety best practice for schools;
- Maintain up to date knowledge of available cyber safety resources that may be utilised by the College and/or integrated in the College's cyber safety program;
- Review and analyse data obtained from College surveys that deal with cyber safety issues;
- Conduct risk assessments with respect to cyber safety issues within the College;
- Make recommendations to the Principal with respect to improvements to the College's cyber safety policies and procedures; and
- Appoint a member who shall be the primary point of contact for cyber safety related issues that may arise during the year.

Members of the Cyber Safety Team

Name	Position	Contact Number
Shaun Lancashire	Deputy Principal	03 9529 6611
Adrian Beale	Network Manager	03 9529 6611
Chris Pye	Director of Students	03 9529 6611
Sylvia Pastore	eLearning Convenor	03 9529 6611

Workers' Responsibility

All workers are responsible to:

- Model appropriate online behaviour at all times;
- Refer any cyber safety related issues to the Cyber Safety Contact Persons; and
- Acknowledge the right of parents to speak with College authorities if they believe their child is being bullied.

Signage

Cyber safety posters are displayed strategically around the College.

Implementation

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

Discipline for Breach of Policy

Where a staff member breaches this policy CBC St Kilda will take disciplinary action, including in the case of serious breaches, summary dismissal.

Student breaches of this policy will result in disciplinary action in accordance with College Student Behaviour Management Policy and procedures.

References

- Student Behaviour Management Policy
- Information & Communication Technology Policy (ICT) Policy

Review

This policy will be reviewed December 2021.