



St Brigid's College
Horsham

eSMART 'ALANNAH & MADELEINE FOUNDATION'

eSmart/Student Wellbeing Guidelines

Preamble:

Our community of St Brigid's College believes in providing quality education based on the dignity of the human person, who is created in the image of God. Each person is recognised as a unique individual capable of having special qualities and gifts to share and so we all have a right to be respected and a responsibility to respect each other. St Brigid's College is committed to providing a safe, secure and caring learning environment for all students and staff.

St Brigid's College maintains a 'zero' tolerance policy to the bullying of students and staff. Cybersafety is a major area that requires a high level of support from a whole school approach. While the Internet and Digital technologies are very much a part of life and education, it is a valuable resource if used for educational purposes, however there are times when these mediums act as risk factors.

Fundamentally, cybersafety is an area that requires a high level of community cooperation. Internet and digital technologies are now very much a part of life and learning. As an increasingly interactive medium, it brings with it exciting educational opportunities, however at the same time it also carries risks.

Purpose/Aim:

- For St Brigid's College to develop and implement a 'whole school' approach to ensure that students and staff are protected from bullying and cyberbullying during school hours. For students to be educated about Cybersafety to ensure that they are safe within their own home environments.
- The eSmart/Wellbeing Guidelines should be read in conjunction with the:
 - Computer, Internet and Email Acceptable Use Policy
 - Student Safety and Wellbeing Policy
 - Electronic Device Usage Policy
- To explicitly teach students safe and responsible behaviours and respectful online behaviours.
- To achieve accreditation as an eSmart school, meeting all criteria as outlined in the eSmart System Tools.

Implementation:

- All staff members will be familiar with the eSmart strategies and will be provided with information required for Cybersafety education across all areas of the school.
- Cybersafety will be explicitly taught across all areas of the curriculum.
- There will be expectations that parents/guardians reinforce positive behaviours online at home.
- At the beginning of each school year and throughout the year, staff will be expected to familiarise students with the policies in place for using digital technologies both at school and in their home environment.
- Staff will update students and make students aware of any issues such as online privacy and intellectual property. Informing students that some online activities are illegal and will be reported to the police.
- Students and their families will be made aware that all students will be supervised when using their digital technology device and a filtered Internet service will be in place during school hours. Full protection from inappropriate content cannot be fully guaranteed, however sites, social sites such as Facebook, SnapChat, Instagram, Kick are blocked on the school server. Inappropriate content is filtered through the school server and is monitored at all times.
- All students and Parents/Guardians will sign the 'Computer, Internet and Email Acceptable Use Policy' at the beginning of each year, as will any student who commences St Brigid's College throughout the year. Students will not be permitted to use digital devices during school hours unless they have read and signed this policy documentation.
- Students are encouraged to report any incidents of cyberbullying or inappropriate use of technology that they become aware of.
- Parents/Guardians are encouraged to report any incidents of cyberbullying or unsafe, inappropriate behaviour that they become aware of to the school.
- All incidents of Cyberbullying must be referred to the TA's, Year Level Coordinators, ICT Coordinator, Student Wellbeing Coordinator, Deputy Principal and the Principal.
- Students are advised to report an incident to their teacher immediately if:
 - They have experienced an incident of Cyberbullying
 - They feel the welfare of other students at the school are being threatened.
 - They come across sites that they feel are not appropriate for our school.
 - Someone writes something they do not like, makes them or their peers feel uncomfortable, or asks them to provide private information.
- Parents/Guardians will be notified and expected to meet with the appropriate school staff, if students (their child) are involved in any incidents of cyberbullying/bullying.
- Any student who does not follow the guidelines of the eSmart & Student Wellbeing Guidelines, the Computer, Internet and Email Acceptable Use Policy, the Electronic Device Usage Policy and the Student Safety and Wellbeing Policy, will lose their ICT privileges for a length of time as deemed appropriate by the Principal, Deputy Principal or ICT, Year Level Coordinators. Students will also be required to complete additional Cybersafety sessions before their privileges are returned.
- All policies and guidelines apply to school excursions, camps and extra curricular activities.

St Brigid's College does not tolerate any form of 'Bullying'. 'Cyberbullying' is no exception. The Staff of St Brigid's College will ensure the safety of each student within the school community. If any staff member is made aware of any form of Cyberbullying, the Parents/Guardians of the students involved will be notified and a meeting will be requested to discuss the issue. Cyberbullying poses unique challenges because, while it is more likely to occur outside the school environment, staff may observe the impact on students during school hours. Staff observe students and their peers and may identify changes in behaviour while at school. St Brigid's College considers all incidents of Cyberbullying as important; it is an illegal act and may become a police matter.

Cyberbullying includes, but is not limited to:

- Sending or posting nasty or threatening messages which may be anonymous.
- Misusing personal information gained by pretending to be someone's 'friend' to spread rumours, secrets and to gain power over others.
- Sending nasty or threatening messages or emails.
- Forwarding offensive content including jokes, videos, images and sound.
- Sending computer viruses.
- Accessing someone else's account to forward personal emails or delete them.
- Constantly calling or texting a person and making derogatory and/or rude remarks and/or threatening and hostile remarks.
- Taking and sharing unflattering images with other mobiles or uploading onto the internet.
- Using text or voice chats to harass or scare someone.
- Sending a hostile attachment.
- Using someone else's account to forward rude or unpleasant messages via their contacts list.
- 'Ganging up'—a group deciding to pick on or exclude someone from a network.
- Making and sending inappropriate pictures and content.
- Persuading or threatening young people to act in inappropriate ways.
- Using inappropriate recordings to manipulate young people.
- Posting nasty and abusive comments.
- Posting images, videos or sound that may embarrass or frighten a person.
- Creating a fake profile to bully, harass or create trouble for a person.
- Accessing another person's account details and using their page to post negative materials, send unpleasant messages or make private information public.
- Posting embarrassing or humiliating video clips.

Document Review

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