

# **LALOR EAST PRIMARY SCHOOL**

## **CYBERBULLYING POLICY AND STUDENT ACCEPTABLE USE CONTRACTS**

### **Definition**

A person is bullied when someone, or a group of people, deliberately upsets or hurts another person or damages their property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons. People who use the Internet, email, intranets, phones, social networks or similar technologies to bully others are cyber bullies.

### **Rationale**

Bullying in any form is unacceptable. Bullying that is carried out through an Internet service such as email, chat rooms, discussion group, instant messaging or through mobile phone technologies such as short messaging service (SMS) is cyberbullying. Cyberbullying can be very destructive and will not be tolerated at any level. Serious consequences exist for students who choose to bully others.

### **Broad Guidelines**

Increased use of digital technologies and Internet access have created new challenges and greater responsibilities for all users. Unfortunately, not all Internet users act responsibly. Cyberbullying has legal and hurtful ramifications. Teachers have a duty of care to protect students from all forms of bullying. The cybersafety program at Lalor East will:

- reinforce within the school community that bullying is (including cyberbullying) unacceptable
- alert everyone within the school community of the signs and evidence of cyberbullying
- reinforce that everyone has a responsibility to report cyberbullying incidents to staff whether as an observer or victim
- ensure all reported incidents of cyberbullying are investigated appropriately and that support is given to both victims and perpetrators
- seek parental and peer-group support and cooperation at all times.

### **Implementation**

#### **Prevention**

- professional development will be provided for staff relating to all forms of bullying including cyber bullying, harassment and counter measures
- teachers will be trained in cybersafety. Cybersafety awareness programs will be provided for parents and cybersafety will form part of each child's ICT curriculum
- cybersafety lessons will be taught at every grade level each term
- a student Cyber Action Team, made up of representatives from Grades 5-6, will be established each year. Students will work with the ICT Coordinator and/or Welfare Coordinator to develop cyber safety lessons to be implemented across the school
- the school community will be educated about the seriousness of cyber bullying, its impact on those being bullied, how cyber bullying occurs and the consequences of cyber bullying
- all students and their parents are required to sign the P-2 or Grade 3-6 ICT Acceptable Use Student Contract at the beginning of each year before students will be allowed to access the Internet
- students will be taught about 'acceptable behaviour' when using the Internet including:
  - not using digital technologies to bully, tease, frighten, defame, spread rumours or annoy other people
  - only identifying themselves by their first name
  - not publishing contact details, for example phone numbers or addresses
  - always using their manners when interacting and communicating with others
  - developing an understanding of what are 'acceptable' sites for them to visit
  - communicating immediately with the class teacher any concerns they have about any 'unpleasant' sites or interactions

- parents are required to sign the Internet publishing permission form when enrolling their child
- students must sign their mobile phone or other digital devices in at the office when they arrive at school and collect them at the end of the day.

### **Intervention**

- student Internet use will be closely supervised by class teachers and the school ICT technician
- any issues or incidents of cyber bullying will be fully investigated and documented
- the school will reinforce with students the importance of reporting incidents of inappropriate behaviour involving themselves or others
- parents will be contacted if their child is alleged to have been bullied or experienced inappropriate behaviour or if their child appears to have behaved inappropriately or bullied someone else
- appropriate and proportional consequences may include a verbal apology, writing a letter of regret, loss of privileges including being unable to use the computers and/or Internet facilities for a period to be determined by the class teacher and ICT Coordinator
- consequences of repetitive or serious incidents may include suspension, expulsion or even criminal charges.

### **Post Violation**

It is important that appropriate strategies are put in place for all students involved after the incident has been resolved. Appropriate strategies may include:

- ongoing monitoring of students involved including network traffic
- identification of an agreed contact staff member for each student involved
- reinforcement of positive behaviours and appropriate behaviour strategies
- follow-up meetings regarding each student's management strategy
- ongoing communication with parents
- counselling from appropriate agencies or support officers.

### **Links**

Other school policies which are connected with this policy are:

- Information and Communication Technologies (ICT) Policy
- Internet Use Policy
- Student Engagement and Wellbeing Policy
- Bullying and Harassment Policy
- Mobile Phone Policy
- Bullying and Harassment Policy
- Camera Policy
- Privacy Policy.

### **Appendices**

- P-2 Acceptable Use Contract
- Grade 3-6 Acceptable Use Contract

### **Evaluation**

The effectiveness of the Cyberbullying Policy & P-2 and Grade 3-6 Acceptable Use Student Contracts will be evaluated by:

- close monitoring by the School Technician and ICT Coordinator
- consultation with teachers
- keeping a record of complaints and incidents.

# **LALOR EAST PRIMARY SCHOOL**

## **GRADE 3-6 ACCEPTABLE USE STUDENT CONTRACT**

I agree to use the Internet, email and similar cyber tools at our school in a responsible manner as directed by my teacher.

I will follow the teacher's instructions and ONLY work on tasks assigned by my teacher.

I will remember our school values of Respect, Cooperation, Caring, Honesty and Personal Best.

If I find myself in unsuitable cyber locations I will immediately click on the home or back button and inform my teacher.

### **Computer Use**

I will show respect for the digital technologies provided by the school. This means I will:

- take care when using ALL ICT resources including computers, Netbooks, tablets, iPads, cameras, printers, external keyboards or headphones
- not alter any settings on the computer without permission from my teacher
- not bypass the proxy settings to access sites blocked by the school
- ask permission from my teacher before downloading music clips or images from the Internet
- not eat food or consume drinks while using the computers.

### **Internet Access and Publishing**

When using the Internet to research information I will:

- only access the Internet for purposes specified by my teacher
- ask permission from the author before using material from any website, including photographs
- include the website addresses used for research in my work
- follow the school's guidelines and procedures when preparing materials for publication on the web.

### **Online Behaviour**

When I use digital technologies I will communicate respectfully by thinking and checking what I write or post is polite and respectful. This means I will:

- use acceptable and appropriate language when communicating online
- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- use spaces or sites that are right for my age

- not respond to any messages that are unpleasant or make me feel uncomfortable. It is not my fault if I receive these kinds of messages.

**Protecting Personal Information**

When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online. This means I will:

- protect my password and not share it with others
- ask permission or guidance from my parents or teacher before joining online spaces or communicating online
- never send my photograph to anyone without the permission of my teacher and parents
- never answer questions online that ask for personal information
- keep the personal information of my friends private because it is their personal information.

**I understand that breaches of the rules will see me lose my computer and/or Internet access rights for a period of time determined by the school after my parents have been contacted and the matter thoroughly discussed with them.**

**Student's Name:**

**Signature:**

**Date:**

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**I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. I have discussed the conditions set out above with my child and support this Acceptable Use Student Contract.**

**Parent's Name:**

**Signature:**

**Date:**

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# **LALOR EAST PRIMARY SCHOOL**

## **PREP - 2 ACCEPTABLE USE STUDENT CONTRACT**

Computers are lots of fun to use. When I use the computers at school I will remember our school values of Respect, Cooperation, Caring, Honesty and Personal Best.

### **Computer Use**

When using the computers at school I will always:

- keep my password secret
- take care and be gentle with the computers
- not eat or drink near the computer.

### **Internet Access and Online Behaviour**

When using the Internet I will always:

- only go on websites my teacher tells me to
- click on the back or home button if I see something that makes me feel sad or upset and tell my teacher straight away
- be polite and not use the computer to say mean things to others
- only use my first name on websites and keep my personal information private
- not send my photo to anyone without my parent's or teacher's permission.

**If I don't follow the computer rules I will not be allowed to use the computers. My teacher will call my parents.**

**Student's Name:**

**Signature:**

**Date:**

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**I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. I have discussed the conditions set out above with my child and support this Acceptable Use Student Contract.**

**Parent's Name:**

**Signature:**

**Date:**

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