

St. Paul's Kealba Catholic Primary School Cybersafety Policy



Important terms used in this document:

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies.*
- (b) *'Cybersafety' refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDA, tablet PC's), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), Gaming Consoles, and any other, similar, technologies as they come into use.*

Rationale

St. Paul's Kealba Catholic Primary School places a high priority on providing its school community with Internet facilities, ICT devices and equipment which will benefit student learning outcomes and the effective operation of the school.

St. Paul's recognises that the presence in the learning environment of these technologies (those provided by the school and some privately owned by staff, students or other members of the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, whilst at the same time minimise and manage the associated risks.

St. Paul's thus acknowledges the need to have in place rigorous and effective cybersafety practices which are directed and guided by this Cybersafety Policy.

Aims

- To support the Vision, the Guiding Principles and the Goals of the school.
- To develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices / equipment to student learning.
- The effective operation of the school, while minimising and managing risks.
- To address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

Implementation

St. Paul's Primary School's Cybersafety practices are to be based on information contained in the latest versions of DECD Policies.

- No individual may use the school Internet facilities and the school – owned/ leased ICT devices / equipment in any circumstances unless the appropriate Cybersafety Agreement has been signed and returned to the school. Cybersafety Agreements also apply to the use of privately – owned / leased / or issued from another workplace; devices and equipment on the school site, or at / for any school related activity, regardless of its location. This includes off site access to the school network from school or privately – owned / leased equipment.
- St. Paul's Primary School's Cybersafety Agreements will cover all staff, students and any other individuals authorised to make use of the school internet facilities and ICT devices / equipment, such as pre-service teachers, external tutors and providers, contractors and other visitors to the school.
- Cybersafety Agreements are also an educative tool and shall be used as a resource to support the professional development of the school community.

- Use of the Internet and the ICT devices / equipment by staff, students and other approved users at St. Paul's Primary School is to be limited to educational, professional development and personal usage appropriate in the school environment, as defined in Cybersafety Agreements.
- Signed Cybersafety Agreements will be filed in a secure place and in an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices / equipment.
- St. Paul's has the right to monitor access and review all use. This includes personal emails sent and received on the school's computer/s and / or network facilities at all times.
- St. Paul's has the right to audit at any time any material or equipment that is owned or leased by the school.
- At St. Paul's Primary School the safety of students is of paramount concern. Any breach of the Cybersafety Policy will be taken seriously. All disciplinary responses need to be appropriate to the level of severity of the breaches of the school's Cybersafety Policy.
- The response to individual incidents will follow the procedures developed as part of the school's Cybersafety practices. In serious incidents, advice will be sought from an appropriate source.
- There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.
- The Cybersafety Policy will need to be incorporated into the school's annual review and be included in the school's strategic plan.
- St. Paul's will provide ongoing professional training and development regarding the embedding of Cybersafety into the curriculum. The knowledge base of all members of the school community will be maintained with the distribution of up-to-date information.
- All Year levels will be required to complete a unit of work on cybersafety, specifically designed to cater for the needs of each year level group. This will be reviewed annually to keep all information correct and up to date.
- All members of St. Paul's community will be educated regarding their role in maintaining a cybersafe, wider school community.
- All members of St. Paul's community will be educated regarding the implications of their "digital footprint" and the implications for potential employment.
- There will be a yearly compulsory cybersafety night that will educate students and parents on the usage of the internet and computers. If a family member/guardian fails to attend, then their child will not be granted access to the internet at school.

Evaluation

This policy will be reviewed in consultation with the whole school community as part of the school's review cycle.