

INTERNET USE/SOCIAL MEDIA POLICY

Rationale

- The school uses the Internet as a learning tool to improve children's learning outcomes by increasing access to worldwide information. The school embraces the benefits of technology and is committed to reducing children's exposure to cyber-risks when using the Internet, mobile phones and other electronic devices.
- Cybersafety is a major concern facing schools. This does not only affect children and young people. Department of Education and Training (DET) employees in schools are also at risk of misusing social media or being targeted by a disgruntled young person or member of the school community. This is not a new concept. As with all forms of **inappropriate behaviours** the digital world has simply opened up a new platform for it to occur.
- There are legal consequences for misuse of social media.
- Teachers and other staff in schools have a responsibility to take reasonable steps to protect children from risks of injury, including those that may be encountered within the online learning environment.

Purpose

- To provide a practical guide to support staff and meet the obligations and recommended standards of behaviours set out within existing instruments, policies and guidelines when using social media tools for personal or professional purposes.
- To ensure Tarneit West Primary School (Interim Name) complies with DET policy and legislation in regard to social media.
- To help redress cyberbullying.
- To ensure the school has in place strategies to enhance compliance with the Child Safe Standards 2 and 6.
- To ensure the school discharges its duty of care towards children.

Definitions

In the context of DET's Using Social Media Guide, social media is the term used for internet based tools for sharing and discussing information among people. Additional social media tools may include (although are not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Myspace)
- Video and photo sharing web sites (e.g. Flickr, YouTube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences
- e-mail and instant messaging

Social media also includes all other emerging electronic/digital communication applications.

Bullying is 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.

Cyberbullying is direct verbal or indirect bullying behaviours using digital technologies. This

includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

Implementation

- This school **has zero tolerance of bullying** in any form.
- The wellbeing of every child at the school is our highest priority.
- This policy applies to all staff, teaching and non-teaching at Tarneit West Primary School (Interim Name). It includes all volunteers, visitors and contractors engaged by the school and the School Council.
- The school will work towards becoming eSmart, the initiative of the Alannah and Madeline Foundation.
- The school uses Using Social Media: Guide for DET Employees in Schools as the reference for internet use at the school.
- In consultation with staff, parents/carers and children, the school will determine what is appropriate and what is not appropriate use of social media.
- The school will assist parents/carers to support their children in the digital world through teaching of the Victorian Curriculum, guest speakers, providing useful information about existing and emerging technologies, engaging children and their families in the development and review of policies and inviting them to information sessions or distributing handouts on school expectations of acceptable use.
- The school community will be provided with cyber safety information on a regular basis.
- Parents/carers, teachers, children and the community will be made aware of types of cyber bullying and its legal and hurtful ramifications. Teachers will be regularly reminded of their duty of care regarding protection of children from all forms of bullying.
- The school will use DET’s Step by Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students in dealing with inappropriate incidents.
- Students will participate in cyber safe education and will be required, with their parents/carers to read and sign an eSmart Contract before they will be permitted to use any information and communications technology (ICT) at school. Please see Appendix A.
- The school will supervise students when using digital technologies for educational purposes and provide a filtered Internet service whilst acknowledging that full protection from inappropriate content can never be guaranteed.
- The school will seek children’s and parent/carer permission when publishing children’s images and/or their work.
- If the school has a social media profile.
- Please refer also to the school’s Student Engagement Policy, Duty of Care Policy, Mobile Phones, Use by Children Policy, Photographing & Filming Children Policy, the Bullying & Harassment Policy and the Child Safe Standards.

Evaluation

- This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (latest DET update early July 2017).

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
October 2017	2019	47	1	September 2017

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Appendix A

- I will use the Internet, e-mail, mobile phones or any ICT device only for positive purposes, not to be rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
- I will not give out personal information, including full names, date of birth, telephone numbers, addresses, photos, school name and email address.
- I will not respond to any messages that are offensive or that in any way make me feel uncomfortable (it is not my fault if I receive messages like that) and if I do, I will tell a teacher right away.
- I will talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- I will respect the privacy of my fellow students and teachers when using the internet, email and any other social media.
- I understand that everything I post online will leave a digital footprint (even if I delete it).
- I will respect all school ICT equipment (computers, iPads, digital cameras, flipcam recording devices, printers...) and will treat all equipment with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible.
 - Reporting any breakages/damage to a staff member.
- I will not attempt to log on to the computer with a user name or password of another student.
- I will not tell anybody my password apart from my teacher and parents.

I have read this contract and agree to be cyber smart at all times.

STUDENT NAME:

SIGNATURE:

I have discussed this contract with my son/daughter. I will support the school in assisting him/her to be cyber smart.

PARENT/CARER NAME:

SIGNATURE:

DATE: