

POLICY – August 2016



LILYDALE HEIGHTS
COLLEGE

CYBER SAFETY

Rationale: Annually

It is the job of the college to ensure all students are adequately informed of their rules, rights and responsibilities in regard to the use of electronic communications and the internet. This includes education on topics such as the use of personal information, copyright and cyber bullying. In addition to this we must also adhere to a consistent approach when dealing with issues that arise out of the use of ICT.

Aims:

- To provide education on the above topics for all students.
- To provide an effective Welfare and Engagement plan for matters arising out of the use of ICT.
- To provide students with the knowledge required to be safe when using ICT.
- To enable staff with a clear process on reporting and action when students do not follow our guidelines to using ICT.

Implementation:

Cyber safety Curriculum

- 1 All year 7 students must complete a unit of work on Cyber Safety in the first term at Lilydale Heights College.
- 2 New students who enter the college other than at year 7 will be directed to the appropriate learning resources, also through the Learning Management System. The assistant principal responsible for the enrolment will ensure that this information is passed on to the student.
- 3 Juniors School student must undertake a well-being day in term 3 that tackles all aspects of cyber safety.
- 4 Middle School students will undertake cyber safety studies as part of the Health elective.

The Use of ICT

Students sign a contract/commitment to use the college's ICT facilities and Internet resources for Educational activities only. It is the responsibility of all teaching staff to ensure that students are only using the internet and equipment for prescribed learning activities. Inappropriate use of technology may include.

- Playing Online Games
- Using the network to play LAN games
- Using P2P software for downloads
- Using 'BossKey' or similar software
- Using social media sites unless directed to by a teacher.
- Using proxy sever to bypass the college network

Graded Consequences for Misuse Plan – Follow whole school, student engagement and wellbeing.

- via phone.

During suspension from either the internet or ICT resources staff will need to provide information or activities required in printed form. It is important that students are still provided with the opportunity to learn during ICT penalty periods.

Cyber Harassment

All Cyber Harassment incidents and reports should be dealt with as per the WSA to Engagement and Wellbeing.

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle.

Staff Consultation:

Policy and Planning **12 August 2016**

College Council **18 August 2016**