Cyber safety refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues.

Common cyber safety issues include:

- **Cyber bullying** is the ongoing abuse of power to threaten or harm another person through the use of technology (refer to our **Anti-bullying Policy**)
  - This includes:
  - Bullying by texts, messages or calls on mobile phones;
  - The use of mobile phone cameras to cause distress,
  - fear or humiliation;
  - Posting threatening, abusive, defamatory or humiliating material or remarks on websites such as blogs, personal websites, social networking sites including Facebook,
  - youtube and ratemyteacher;
  - Hijacking/cloning email accounts.

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- **Sexting** is the sending or posting of provocative or sexual photos, messages or videos online.

- **Identity theft** is the fraudulent assumption of a person’s private information for their personal gain.
**Predatory behaviour** where a student is targeted online by a stranger who attempts to arrange a face to face meeting, in an attempt to engage in inappropriate behaviour.

Cyber safety issues most commonly occur through a student’s use of their technology devices (e.g. smart phone, tablet, laptop, home computer).

Safe use of technology whilst at college is managed through our Information and Learning Technology (ILT) Policy.

Presbyterian Ladies' College's Policy

Presbyterian Ladies' College recognises its duty to students to provide a safe and positive learning environment which includes the responsible use of information and learning technologies.

It is our policy that:

- Cyber safety be managed through a ‘whole of college community’ approach involving students, staff and parents/carers;
- Cyber safety and cyber bullying prevention strategies be implemented within the college on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to recognise cyber safety issues and respond appropriately;
- Cyber bullying response strategies be tailored to the circumstances of each incident; and
- Our bullying prevention, intervention and cyber safety strategies are reviewed on an annual basis against best practice; and
- Action will be taken when we become aware of bullying perpetrated outside of the school.

Cyber Safety Strategies

Presbyterian Ladies' College recognises that the implementation of whole of college cyber safety strategies is the most effective way of minimising risks related to our students engaging in online activity.

The following initiatives form part of our overall cyber safety strategy within the college:

As part of the curriculum in Junior and Middle Schools, age appropriate information and skills relating to cyber safety (including cyber bullying) are taught to or discussed with students over the course of the academic year;

Education, training and professional development of staff in cyber safety strategies;

Regular provision of information to parents/carers to raise awareness of cyber safety;

Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;

Reporting of cyber safety incidents is encouraged and made easy through the establishment of multiple reporting channels (refer to Anti-bullying Policy);

Monitoring of all student laptops during school hours in term time via eSafe monitoring;

Records of reported cyber safety incidents are maintained and analysed;

Promotion of student cyber safety awareness by participating in relevant cyber safety related events.
Staff Responsibility

All staff are required to:

- Model appropriate online behaviour at all times;
- Refer any cyber safety related issues to the Year Co-ordinator or Head of School.

Student Responsibilities

If a student or parent believes someone is the victim of cyber bullying, they must speak to an adult as soon as possible. This person could be a parent/guardian, your tutor, Year Co-ordinator, Counsellor or Head of School.

- Do not answer or respond to abusive or upsetting messages, but log and report them;
- Do not delete anything until it has been shown to one or more of the adults mentioned above.

Parent Responsibilities

- Ensure that your child understands the college's policy and above all, how seriously the college takes such incidents;
- Explain to your child the legal issues relating to cyber bullying;
- If parents believe their child is a victim of cyber bullying, save the offending material and make sure they have all relevant information before deleting anything;
- Contact the Head of the School or Year Co-ordinator as soon as possible;
- Do not become involved in the issue by responding to messages or contacting the alleged perpetrators parents;
- If the incident falls out of school hours, e.g. holidays, weekends, weeknights, Presbyterian Ladies' College reserves the right to take action against bullying perpetrated outside the school, which spills into the school;
- Parents are required to model appropriate online behaviour to their child.

Signage

Cyber safety information is displayed via digital means around the college.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;
- Effective incident reporting procedures;
- Effective management of cyber safety incidents when reported;
- The creation of a ‘no bullying’ culture within the college community.
Discipline for Breach of Policy

Where a student breaches this policy the following may apply:

- Expulsion;
- Suspension;
- Detention;
- Removal of access to internet or email at school for a specified period.

Related Policies

- Bullying Prevention and Intervention Policy
- Information and Learning Technology (ILT) Policy

Useful Resources

- Esmart
- Cybersmart
- Stay Smart Online
- ThinkUKnow
- Netsafe
- Safer Internet Day