



### Cyber Safety Policy

#### Rationale

Mannum Community College 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.

Mannum Community College 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.

Mannum Community College thus acknowledges the need to have in place rigorous and effective cyber-safety practices which are directed and guided by this cyber-safety policy.

#### Aims

- To develop and maintain rigorous and effective cyber-safety 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

Mannum Community College's cyber-safety 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 **Cyber-safety Agreement** has been signed and returned to the school. **Cyber-safety Agreements** also apply to the use of privately – owned / leased / or issued from other 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.

Mannum Community College **Cyber-safety 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.

**Cyber-safety 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 Mannum Community College is to be limited to educational, professional development and personal usage appropriate in the school environment, as defined in **Cyber-safety Agreements**.



Signed **Cyber-safety Agreements** will be filed in a secure place and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices / equipment.

Mannum Community College 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.

Mannum Community College has the right to audit at any time any material on equipment that is owned or leased by the school.

At Mannum Community College the safety of students is of paramount concern. Any apparent breach of the Cyber-safety Policy and /or the Harassment Policy will be taken seriously. All disciplinary responses need to be appropriate to the level of severity of the breaches of the Mannum Community College Cyber-safety Policy and/or Harassment Policy

The response to individual incidents will follow the procedures developed as part of the school's Cyber-safety practices and/or Harassment procedures. 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.

There will be need for on-going funding for Cyber-safety practices through inclusion in the global budget.

Mannum Community College will provide ongoing professional training and development regarding the embedding of Cyber-safety 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 care group programs (R-12) will include a unit of work on Cyber-safety, 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 the Mannum Community College community will be educated regarding their role in maintaining a cyber-safe, wider school community.

All members of the school community will be educated regarding the implications of their "digital footprint" and the implications for potential employment and community issues.

### **Evaluation**

This policy will be reviewed in 2018

Note: Attached **Cyber-safety User Agreements for Primary/Middle Years Students and Secondary Years Students.**