CyberSafety Policy

Rationale:

- The use of S.P.J.E. I.C.T. resources carries with it responsibilities. Users must at all times remember that when using S.P.J.E. I.C.T. resources, they are using I.C.T. resources provided to them for business purposes.

- The provision of I.C.T. resources at S.P.J.E. is to improve and enhance learning and teaching, the conduct of the business and functions of S.P.J.E. Using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient. It is essential that use of this valuable resource be managed to ensure that it is used in an appropriate manner.

- The process by which S.P.J.E. seeks to manage staff use of S.P.J.E. I.C.T. resources is through the development and implementation of this Policy and the 'Acceptable Use Agreement'. The Policy and Agreement must be followed whenever using S.P.J.E. I.C.T. resources.

Aims:

- The purpose of this Policy is to ensure that all use of St Peter Julian Eymard (S.P.J.E.) Information, Communications and Technology (I.C.T.) resources is legal, ethical and consistent with the aims, values and objectives of S.P.J.E. and its responsibilities to the students in its care. S.P.J.E. is an institution responsible for the safety and education of children. It also has occupational health and safety obligations to employees and students and must comply with State and Federal anti-discrimination and sexual harassment laws. It is thus of paramount importance that its I.C.T. resources are used appropriately and professionally at all times.

- S.P.J.E. I.C.T. resources must be properly and efficiently used. S.P.J.E. I.C.T. resources are not to be used for inappropriate activities for example, pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, privacy violations and illegal activity, including illegal peer-to-peer file sharing.

Implementation:

- All students, parents and visitors working with I.C.T. equipment at St Peter Julian Eymard (SPJE) will be issued an 'Acceptable Use Agreement'.

- Access to ICT equipment at S.P.J.E. will only be allowed by those who have signed the 'Acceptable Use Agreement'.

- All students will complete a Cyber Safety Program each year in each of the school levels in Term One of each year.
    - Foundation – Hector's World
    - Levels 1-2 – Hector's World
    - Levels 3-4 – Cyber Café
    - Levels 5-6 – Budd.e

- The class teachers will sign off having completed the relevant Cyber Safety Program.

- All teachers will follow the procedure for addressing unsafe cyber practice as outlined in the 'Procedures and Consequences for Unsafe Cyber Behaviour' document.

- The Wellbeing Leader is to be informed of any issues related to Cybersafety.

- Documents related to Cybersafety will be published on the School Website and on the School Desktop.

- Documents related to Cybersafety will be included in the Foundation Information Pack.

- Each term, teachers will revise the 'Acceptable Use Agreement' and the 'Procedures and Consequences for Unsafe Cyber Behaviour' document.

- Each month, the school will have a Cyber Safe Behaviour focus both in the classroom and in the Newsletter.

- Cyber Safety will be integrated into all domains.

- A student, staff and parent Cyber Safety Day will be held every two years.

- The Wellbeing Leader will be allocated the responsibility of coordinating St Peter Julian Eymard's Cyber Safety Program.

- The school will provide a translated version of the policy at the request of the parent/s.

Evaluation

The Cybersafety policy will be evaluated within the review cycle. This process will be overseen by the Wellbeing Leader and ratified by the staff.

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