



**ST. PETER'S**  
Anglican Primary School

# St Peter's Anglican Primary School

## Cyber Safety Procedure



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### VERSION CONTROL/CHANGE HISTORY

Version	Change	Author	Date
1.0	Creation of Policy	Executive	August 2015
2.0	Policy Reviewed	Executive	October 2016

**Next to be reviewed:** October 2017 (annual review)

"The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards."



## 1. Rationale

St Peter's has an obligation to maintain a safe physical and emotional environment.

These responsibilities are increasingly being linked to the use of the Internet and Information Communication Technologies (ICT), and a number of related cyber safety issues. The Internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

St Peter's places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

However, we recognise that the presence in the learning environment of these technologies (some provided wholly by the school and some privately owned by staff, students and 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, while at the same time to minimise and manage the risks.

We need to have in place effective school cyber safety practices which are directed and guided by this cyber safety procedure manual.

## 2. Definition

Important terms used within this document:-

- The abbreviation "ICT" in this document refers to the term "Information and Communication Technologies".
- "Cyber safety" refers to the safe and responsible use of the internet and ICT equipment/devices, including mobile phones.
- "School ICT" refers to the school's computer network, internet access facilities, computer, and other school ICT equipment/devices.
- The term "ICT equipment/devices" used in this document, includes but is not limited to, computers (such as desktops, laptops, PDA's), storage devices (such as USB and flash memory devices, CDs, DVDs, Floppy disks, Ipods, MPS players), cameras (such as video, digital, webcams, green screens), all types of mobile phones, video and audio players/receives (such as portable CD and DVD players), gaming consoles, and any other, similar, technologies as they come into use.



### **3. Aims**

St Peter's will develop and maintain effective cyber safety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

These cyber safety practices will aim to not only maintain a cyber safe school environment, but also aim 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.

### **4. Procedure Guidelines**

The senior leadership provides assistance in the development of cyber safety lessons which will be presented to all staff as part of their professional development and training. Relevant lessons will be distributed to staff for implementation at the start of an academic year. The number of lessons per grade will vary depending on the children's ages and use of the technologies.

### **5. Guidelines for St Peter's Anglican Primary School Cyber Safety Practices**

1. The school's cyber safety practices are to be based on information contained in the lessons distributed to each grade.
2. No individual may use the school Internet facilities and school-owned ICT devices/equipment in any circumstances unless the appropriate use agreement has been sighted and read. User agreements also apply to the use of privately-owned ICT devices/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.
3. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at St Peter's is to be limited to educational, professional development, and personal usage appropriate in the school environment
4. The school has the right to monitor access and review all usage. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
5. The school has the right to audit at any time any material on equipment that is owned by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.



6. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act.
7. The safety of children is of paramount concern. Any apparent breach of cyber safety will be taken seriously. The response to individual incidents will be dealt with by the Director of Junior Primary and Director of Primary in consultation with the school's senior executive. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.