



## Anti-Bullying and Cyber Safety Policies

### RATIONALE

The aim of this policy is to ensure that Goolwa Primary School is a safe environment, free from bullying, for all members of the school community.

This policy is consistent with:

- Keeping them Safe (Child Protection Curriculum)
- Site Improvement Plan
- State Government Anti - Discrimination Legislation.
- Teaching for Effective Learning (TfEL) Framework
- Department for Education Cyber Safety Guidelines for schools.
- The Friendly Schools and Families curriculum.

### DEFINITION OF BULLYING

Bullying

- Involves one or more students exerting power or dominance over another or others.
- Is deliberate, unwelcome, uninvited and usually repeated.
- Involves behaviour which is physical, verbal, psychological or social/relational.
- Includes a wide range of conduct that causes another person to feel embarrassed, offended, hurt, humiliated, insulted, ridiculed, angry or afraid.
- Can have a serious long-term effect on the health and wellbeing of young people.

### OBJECTIVES

The objectives of this policy are to:

- Reduce the incidences of bullying.
- Counter the view that bullying is an inevitable part of school life.
- Create a supportive climate and break down the secrecy surrounding bullying.
- Provide staff, students and parents with options to respond to bullying.

### RESPONSIBILITIES

#### Students

If a student feels they are being bullied or have witnessed bullying behaviour they should:

- Tell the person that they are being a bully and to stop the behaviour if they feel able to do so.
- Support the person who is being bullied by implementing Friendly Schools Friendly Families strategies

#### Teachers

If a student reports a bullying incident or a teacher witnesses incidents of bullying, they should:

- Take all reports of bullying seriously.
- Listen and provide support to the target of the bullying by acknowledging the nature and seriousness of bullying behaviour.
- Find out the background and attempt to resolve the incident. If resolved using Restorative Justice Methods complete a green Restorative Justice form and hand to School Wellbeing leader for inclusion into EDSAS.
- If unresolved, yard duty teacher completes a Bullying Report Form and hands to member of leadership team.

#### Leadership Team

- Record and monitor incidents of bullying behaviour by completing Bullying Report Form.
- Contact Parent/Caregiver of both the victim/s and the perpetrator/s where necessary.
- Put in place anti-bullying procedures as appropriate
  - Ask the perpetrator to acknowledge the behaviour and agree to stop it.
  - Arrange a Restorative Practice Conference
  - Encourage victim to report similar behaviour if repeated.
  - Keep class teacher involved.
  - Complete all actions on form and enter onto EDSAS

- Further proactive strategies may be initiated as required eg individual social skills support (eg What's the Buzz) or whole class intervention (ie MindUp).
- Ongoing bullying will lead to the documentation of a Student Development Plan. Further support and consequences may include interagency support, Rethinks, Suspension and/or Exclusion. These consequences will be in accordance with the School's Behaviour Development Policy and Department for Education School Discipline Policy.
- Hand completed report form to Wellbeing Leader for inclusion into EDSAS.

### **Staff**

Staff work collaboratively with students and parents / caregivers to develop positive relationships.

Teach Unit 1 of the school's adapted program which is based on the Keeping Them Safe Curriculum and Friendly Schools and Families Program. This will be done in the first two weeks of every year. Other SEL units of work are taught during the remainder of the year.

Support with the implementation of Student Development Plans for students in their class.

### **Parents and Caregivers**

Encourage their child to discuss the effects and consequences of bullying.

Encourage their child to report any incidents of bullying. This includes possible support for completing a Bullying Report Form – see form.

Contact school if you are aware that any child is being bullied.



# BULLYING REPORT / FRIENDSHIP BREAKDOWN FORM

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_

What happened?

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Where did this happen?

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What lesson/break did it happen?

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Name of students or teacher who saw this happen:

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Physical Bullying	Verbal Bullying	Social/Emotional Bullying
<input type="checkbox"/> hitting/punching	<input type="checkbox"/> teasing	<input type="checkbox"/> leaving people out
<input type="checkbox"/> pinching/scratching	<input type="checkbox"/> name calling	<input type="checkbox"/> spreading rumours
<input type="checkbox"/> tripping/kicking	<input type="checkbox"/> making offensive remarks	<input type="checkbox"/> excluding someone
<input type="checkbox"/> pushing	<input type="checkbox"/> making racist remarks	<input type="checkbox"/> threatening someone
<input type="checkbox"/> spitting	<input type="checkbox"/> insulting remarks	<input type="checkbox"/> making fun of someone
<input type="checkbox"/> damaging/stealing property	<input type="checkbox"/> intimidating someone	<input type="checkbox"/> stopping people from befriending someone
<input type="checkbox"/> throwing objects at someone	<input type="checkbox"/> putting people down	<input type="checkbox"/> writing exclusive/hurtful notes
<input type="checkbox"/> hiding/taking belongings	<input type="checkbox"/>	<input type="checkbox"/> ganging up
<input type="checkbox"/> inappropriate touching/dacking	<input type="checkbox"/>	<input type="checkbox"/> use IT to publicise information
<input type="checkbox"/> other	<input type="checkbox"/> other	<input type="checkbox"/> other

**Please give this form to a member of the leadership team**

All completed forms to be handed to counsellor when actions have been completed.

### Office Use only:-

Tick when done	Actions/ responses	By Whom
	Read the report	
	Verify the incident with bully and victim	
	Add anecdotal evidence under victims name	
	Write the report into EDSAS under the bullies name	
	Discipline the bully after noting in EDSAS what this offence has led to le – first offence: re-think Second offence: internal suspension/ restorative justice Third offence: external suspension/ restorative justice	
	Family members of victim notified	
	Family members of bully notified	
	CAMHS/Psychologist involved	





## Cyber-safety & ICT Agreement for R- Yr 7 Students

### CYBER-SAFETY AT GOOLWA PRIMARY SCHOOL

Date January 2018

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of Goolwa Primary School are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached Use Agreement Form.

Rigorous cyber-safety practices are in place, which include Cyber-Safety Use Agreements for staff and learners, who have been involved in the development of the agreement. Child Protection Education, such as the Keeping Safe Child Protection Curriculum, includes information about remaining safe when using new technologies and is provided to all learners.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Goolwa Primary School and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of Goolwa Primary School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All learners will be issued with a Use Agreement and once signed consent has been returned to school, learners will be able to use the school ICT equipment, usually by the end of week 2 each year.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by schools, preschools and Department for Education administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, Department for Education cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. Department for Education recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the Principal, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

Louisa Guest  
Principal  
Goolwa Primary School



### Important terms:

'**Cyber-safety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

'**Cyber bullying**' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'**School and preschool ICT**' refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

'**ICT equipment/devices**' includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

'**Inappropriate material**' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'**E-crime**' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

## Strategies to help keep Goolwa Primary School Cyber Safe

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will use school ICT equipment only when my parents/caregivers have signed my ICT Agreement form and the completed form has been returned to school.
2. I will use the computers and other ICT equipment only for my learning and only with my teachers' permissions.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If there is something I'm not sure about, I will ask my teacher.
5. I will use the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes. Therefore, I will not be mean, rude or unkind to or about other people.
6. I will keep my password private.
7. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - not show others
  - turn off the screen
  - get a teacher straight away.
8. Only with written permission from home and the school will I bring any ICT equipment/devices to school.
9. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
  - my name
  - my address
  - my e-mail address
  - my phone numbers
  - photos of me and/or other people.
10. I will be careful and will look after all our school ICT equipment by:
  - not being silly and playing around with it
  - following our school cyber-safety strategies
  - telling a teacher about anything wrong or damaged.
11. If I'm not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour.





## Cyber-safety ICT Agreement Form for Junior Primary students

To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement.

Return the signed Use Agreement to the school.

I understand that Goolwa Primary School will:

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school, or at school related activities
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the ICT Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

My responsibilities include:

- discussing the information about cyber-safety with my child and explaining why it is important
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the Principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

### CYBER-SAFETY & ICT USE AGREEMENT

I have read and understood this Cyber-safety & ICT Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of child.....

Class .....

Year level.....

Name of parent/caregiver/legal guardian..... date.....





## Cyber-safety Use Agreement for Primary / Middle Years Students

### CYBER-SAFETY AT GOOLWA PRIMARY SCHOOL

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of Goolwa Primary School are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached Use Agreement Form.

Rigorous cyber-safety practices are in place, which include cyber-safety Use Agreements for staff and students, who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all students.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Goolwa Primary School, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of Goolwa Primary School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students will be issued with a Use Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and Department for Education administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, Department for Education cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. Department for Education recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the principal, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

Louisa Guest  
Principal  
Goolwa Primary School





## Important terms:

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'**School and preschool ICT**' refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

'**ICT equipment/devices**' includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

'**Inappropriate material**' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'**E-crime**' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

## Strategies to help keep Goolwa Primary School Students Cyber-safe

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. I will use the computers and other ICT equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
6. I will keep my password private.
7. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
8. While at school, I will:
  - a) Attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
  - b) Report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - c) not show others
  - d) turn off the screen
  - e) Get a teacher straight away.
10. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
11. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
12. The school cyber-safety strategies apply to any ICTs brought to school.
13. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.





14. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
- f) my name
  - g) my address
  - h) my e-mail address
  - i) my phone numbers
  - j) photos of me and/or other.
15. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
- k) not intentionally disrupting the smooth running of any school ICT systems
  - l) not attempting to hack or gain unauthorised access to any system
  - m) following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
  - n) reporting any breakages/damage to a staff member.
16. If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.





## Cyber-safety Use Agreement Form

To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement.  
Return the signed Use Agreement to the school.

I understand that Goolwa Primary School will:

- i. Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school-related activities
- ii. Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- iii. Respond to any breaches in an appropriate manner
- iv. Welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

My responsibilities include:

- v. Discussing the information about cyber-safety with my child and explaining why it is important
- vi. Supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- vii. Contacting the Principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

### CYBER-SAFETY USE AGREEMENT

I have read and understood this Cyber-safety Use Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of child.....

Group/Class .....

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian.....Date.....

