



Cyber Bullying Policy

St Carlo Borromeo Primary School

At St Carlo Borromeo Primary School, we believe

- All people in our community have the right, to teach and learn in a supportive, caring and safe environment, without fear of being bullied.
- We believe that every individual in school has a duty to report an incident of bullying whether it happens to themselves or to another person.
- Learners experience an expansive array of learning opportunities to meet their academic and social needs.
- Learners will participate in an educational program constructed and evaluated on the stable foundation of a dynamic curriculum and administrative policies.
- Learners will experience a positive, safe environment in which all partners and resources are respected and valued.

At St Carlo Borromeo Primary School, pupils are taught to:

- Understand how to use these technologies safely and know about the risks and consequences of misusing them.
- Know what to do if they or someone they know are being cyber bullied.
- Report any problems with cyber bullying.

Statement of Position:

- The measures to ensure the cyber-safety of St Carlo Borromeo Primary School outlined in this document are based on our core values.
- The school's computer network, Internet access facilities, computers and other school ICT equipment / devices bring great benefits to the teaching and learning programmes at St Carlo Borromeo Primary School and to the effective operation of the school. Our school has rigorous cyber-safety practice and education programs in place, which include Appropriate Use agreements for all school staff and students.
- We also provide up to date information to enable families to maintain their children's safety at home. The overall goal of the school is to create and maintain a cyber-safe culture, which is in keeping with the values of the school, and legislative and professional obligations.
- All students will be issued with a user agreement and internet safety rule agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment / devices.
- This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety and bullying breaches, which undermine the safety of the school environment.

Important terms used in this document:

'ICT', the abbreviation 'ICT' in this document refers to the term "Information and Communication Technologies".

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

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

'ICT equipment/devices,' used in this document, includes but is not limited to, computers (such as desktops, laptops and tablets), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, 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 as they come into use.

'Objectionable' / 'Inappropriate material', in this agreement means material that deals with matters such as sex, cruelty, discrimination or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.

'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 email, chat room discussion groups, instant messaging or web pages - with the intention of harming another person.

'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.

Cyber Safety

Cyber Safety encompasses technologies such as the Internet, and electronic communication devices including mobile phones and other wireless technology. With increasing sophisticated and affordable communication technologies, there is a real need for children and young people be thoroughly informed of both the benefits and risks of using these new technologies and provides safeguards and awareness for users to enable them to control their online experiences and the appropriate use of all technologies

The Technologies included in Cyber-Safety:

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. The Current and emerging technologies used in school and more importantly in many cases, used outside of school by children include:

- The Internet
- email
- Instant messaging (MSN, AOL) which often using simple web cams
- Blogs (an on-line interactive diary or Web Log)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites (myspace, piczo, bebo, hi5, facebook, twitter)
- Video broadcasting sites (youtube)
- Chat Rooms (teenchat, habbohotel)
- Gaming Sites (neopets, miniclip, runescape, clubpenguin)
- Music download sites (apple, napster, kazzaa, livewire)
- Mobile phones with camera and video functionality
- Mobile technology (e.g. games consoles) that are „internet ready“.
- Smart phones now come with e-mail, web functionality and cut down „Office“ applications.
- X-Box and Play Station (these also have the capacity of internet connection)
- Other applications or technologies still to be released.

Good Habits:

Cyber-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of cyber-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband including the effective management of content filtering.
- National Education Network standards and specifications

At St Carlo Borromeo Primary School

All reasonable and appropriate steps have been taken to protect pupils. The school recognises that despite employing safety procedures, in some circumstances, the Internet may give children access to undesirable information or images.

Children are regularly reminded that should they encounter inappropriate material on line they must immediately:

Turn off the screen.

Report immediately to the teacher or supervising adult who will record the URL and other details.

Refrain from describing or encouraging others from accessing the site either directly or through a search engine.

Steps We Take to Protect Children at St Carlo Borromeo Primary School

Use of a Filtered Service:

Access to the Internet is provided through a filtered service. All access is provided through the Catholic Education Office Z-Scaler service which is designed to filter out unsuitable material.

Supervision:

No filtering service is 100% effective; therefore all children's use of the Internet is supervised by an adult.

Planned Activities:

Use of the Internet is a planned activity. Aimless surfing is not allowed. Children are taught to use the Internet in response to a need e.g. a question, which has arisen from work in class.

Websites:

Websites are previewed by teachers and revisited to ensure that they are suitable for children's curriculum needs and ability levels.

Search engines are used selectively. Teachers will choose the search engine and topic and discuss sensible search words, which have been tried out beforehand.

Email:

Student use of email is supervised by an adult. While all efforts are made to ensure that messages sent and received are appropriate, it relies on the honesty and integrity of the students themselves to adhere to the ICT Code of Conduct (see Acceptable Use of Technology and The Internet Policy).

Internet Safety Rules:

Children are taught to be Internet Wise. Children are made aware of Internet Safety Rules and are encouraged to discuss how to cope if they come across inappropriate material.

St Carlo Borromeo Primary School Website:

On our School Website:

- Children are only referred to by their first names.
- Any images of children will not be labelled with their name.
- Children and teachers will not reveal their personal details, home addresses or telephone numbers on the website.

NB. Pupils' photographs may be published subject to the strict safeguards listed above. If you have any concerns or objections please contact the school to discuss them.

Safety Points for Students to Consider

- Only use your own login username and password to access computers, Internet or any other technological equipment.
- DO NOT look at, change or delete other people's work / files.
- DO NOT change or delete any of the settings on school property.
- Ask permission before entering any website, unless a teacher has already approved that site.
- Only send an email, which a teacher has approved and has seen. Make sure that the messages are polite and sensible.
- When sending email DO NOT give your name, address or phone number or arrange to meet anyone.
- DO NOT give the name, address or phone number of anyone else.
- DO NOT enter Internet Chat Rooms while using school computers.
- **If you see anything you are unhappy with or you receive messages you do not like:
Turn off the screen and tell a teacher immediately.**

Cyber Bullying

Cyber bullying is bullying through the use of communication technology like mobile phone text messages, e-mails or websites. This can take many forms for example:

- Sending threatening or abusive text messages or e-mails, personally or anonymously
- Making insulting comments about someone on a website, social networking site (eg: MySpace) or online diary (blog)
- Making or sharing derogatory or embarrassing videos of someone via mobile phone or e-mail (such as „Happy Slapping“ videos)
- It should be noted that the use of ICT to bully could be against the law. Abusive language or images, used to bully, harass or threaten another, whether spoken or written through electronic means.

It should be noted that the use of the web, text messages, e-mail, video or audio to bully another pupil or member of staff will not be tolerated.

There are many types of cyber-bullying. Although there may be some of which we are unaware, here are some of the more common:

Text messages – that are threatening or cause discomfort – also included here is “Blue jacking” (the sending of anonymous text messages over short distances using “Bluetooth” wireless technology).

Picture/video-clips - via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.

Emails – threatening or bullying emails, often sent using a pseudonym or somebody else’s name.

Chat room bullying – menacing or upsetting responses to persons (children, young people or adults), when they are in web-based chat room.

Instant messaging (IM) – unpleasant messages sent while children conduct real-time conversations online using MSM (Microsoft Messenger) or Yahoo Chat; although there are others.

Bullying via websites – use of defamatory blogs (web logs), personal websites and online personal “own web space” sites such as Bebo (which works by signing on in one’s school, therefore making it easy to find a victim) and Myspace – although there are others.

Information for Parents:

At St Carlo Borromeo Primary School, we take this form of bullying as seriously as all other types of bullying and, therefore, will deal with each situation individually. An episode of Cyber Bullying may result in a simple verbal warning. It might result in a parental discussion. Clearly, more serious cases will result in further sanctions.

Technology allows the user to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. Cyber-bullying leaves no physical scars so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive and the hurt it causes can be very severe.

Young people are particularly adept at adapting to new technology, an area that can seem a closed world to adults. For example, the numerous acronyms used by young people in chat rooms and in text messages (**POS** – “Parents Over Shoulder”, **TUL** – “Tell You Later”, there are many others and they change frequently) making it difficult for adults to recognise potential threats.

Incidents of known or suspected cases can be reported to the principal of the school by email principal@scgreevale.catholic.edu.au

Points for Parents to Consider At Home:

It is important to promote phone and Internet Safety in the home, and to monitor Internet use.

Tips to Promote Phone and Internet Safety at Home:

- Know the “**SMART**” tips.
- Discuss the fact that there are websites which are unsuitable.
- Discuss how children should respond to unsuitable materials or requests.
- Remind children never to give out personal information on the Internet.
- Remind children that people online may not be who they say they are.
- Be vigilant. Ensure that children do not arrange to meet someone they meet online.
- Be aware that children may be using the Internet in places other than in their own home or at school.

Monitor Internet use:

- Keep the computer in a communal area of the home.
- Ask children how the computer works.
- Monitor on-line time and be aware of excessive hours spent on the Internet.
- Take an interest in what children are doing.
- Discuss with the children what they are seeing and using on the Internet.
- Advise children to take care and to use the Internet in a sensible and responsible manner.
- Check internet history log. This will tell you what websites your child is frequenting.

Filtering for the Home Computer:

Parents may wish to invest in security software for their children's computers. Some of this software works by monitoring all Internet activity for trigger words.

There are many types of security software available the following are only a few. Examples include:

- NetNanne
(www.netnanny.com)
- SurfWatch
www.safesurf.com

Or parents may wish to make use of the AOL children's section at www.aol.com .

Further Information:

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>
- Kids Helpline at <http://www.kidshelp.com.au>
- Bullying No Way at <http://www.bullyingnoway.com.au>

Information for Students:

If you are being bullied:

Remember, bullying is never your fault. It can be stopped and it can usually be traced.

Don't ignore the bullying. Tell someone you trust, such as a teacher or parent or call an advice line.

Try to keep calm; if you are frightened, try to show it as little as possible. Don't get angry, it will only make the person bullying you more likely to continue.

Internet:

- Don't give out your personal details online – if you're in a chat room, watch what you say about where you live, the school you go to, your email address etc. All these things can help someone who wants to harm you build up a picture about you.
- Keep and save any bullying emails, text messages or images. Then you can show them to a parent, teacher or police as evidence.
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.
- There is plenty of online advice about how to react to cyber bullying. For example, www.kidscape.org and www.wiredsafety.org have some useful tips.

Emails:

- Never reply to unpleasant or unwanted emails (“flames”) – the sender wants a response, so don't give them that satisfaction.
- Keep the emails as evidence and tell an adult about them.
- Ask an adult to contact the sender's Internet Service Provider (ISP)

Never reply to someone you don't know, even if there's an option to “unsubscribe”. Replying simply confirms your email address as a real one.

Three steps to stay out of Harm's way

1. Respect other people – online and off. Don't spread rumours about people or share their secrets, including their phone numbers and passwords.
2. If someone insults you online or by phone, stay calm - and ignore them.
3. “Do as you would be done by”. Think how you would feel if you were bullied. You're responsible for your own behaviour – make sure you don't distress other people or cause them to be bullied by someone else.

Guidance for staff:

*“Bullying can be done verbally, in writing or images, **including through communication technology (cyber bullying) e.g.: graffiti, text messaging, e-mail or postings on websites.** It can be done physically, financially (including damage to property) or through social isolation.*

Verbal bullying.

This is the most common form of bullying. Making insulting comments about someone on a website, social networking site (eg: MySpace) or online diary (blog)

Visual bullying:

Making or sharing derogatory or embarrassing videos of someone via mobile phone or e-mail (such as “Happy Slapping” videos)

It should be noted that the use of ICT to bully could be against the law. Abusive language or images, used to bully, harass or threaten another, whether spoken or written (through electronic means) may be libellous, may contravene the Harassment Act 1997 or the Telecommunications Act 1984 for example. Procedures for cyber-bullying are as follows. It should be noted that the use of the web, text messages, e-mail, video or audio to bully another pupil or member of staff will not be tolerated.

Handling Cyber-Safety Complaints:

- Prompt action will be required if a complaint is made.
- The facts of the case will need to be established. For instance it is possible that an issue has arisen through home Internet use or by contacts outside school.
- Transgressions of the rules by pupils could include minor as well as the potentially serious. The school's behaviour policy will be used as appropriate and sanctions for irresponsible use.
- Complaints of any Internet misuse will be dealt with by the leadership team.
- Any complaint about staff misuse must be referred to the Principal.

St Carlo Borromeo Primary School is a Child Safe School