

Rowville Primary School Anti-Bullying and eSmart Policy

DET International CRICOS Code - 00861K

Definition

- **Bullying** is when a person deliberately upsets another person, hurts another person; damages another person's property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons.
Bullying can include the following behaviours:
 - physical aggression
 - use of put down comments or insults
 - name calling
 - damage to a person's property
 - spreading of rumours to damage a person's reputation
 - exclusion from activities
 - setting up of humiliating experiences.
- **Cyber bullying** is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or persons using the Internet, interactive and digital technologies or mobile phones. People who use the Internet, emails, intranets, mobile phones, social networks or similar technologies to bully others are cyber bullies.
- **ICT Equipment/Devices** in this document include, but are not limited to, computers, laptops, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking or social media sites and any other technologies as they come into use.
- **Cyber-safety** refers to the safe and responsible use of the internet and ICT equipment/devices including mobile phones.

Rationale

Rowville Primary School uses the Internet as a learning tool to improve student learning outcomes by increasing access to worldwide information. The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks.

Students have embraced the use of information and communication technologies out of school to maintain contact with friends and make new ones. They send emails, create their own websites, may report intimate, personal news in blogs (online interactive diaries), send text messages and images via mobile phones, upload videos to YouTube, post to discussion boards and seek out new friends in community sites. Whilst most interactions are positive, there are increasing reports in the broader community of these technologies being used to harass and intimidate others. This has become known as cyber bullying.

Purpose

- To create a safe and caring community which promotes learning in a supportive environment with people who are sharing and caring.
- To help students and members of the school community to differentiate between bullying and inappropriate social interactions (mutual conflict, social rejection or dislike, single episode acts of nastiness, physical aggression)
- To support the implementation of the School's Code of Conduct.
- To foster social responsibility in all students so that they report any unacceptable behaviour towards others rather than act as bystanders.

- To recognise that incidents of cyber bullying will be treated in the same manner as other forms of bullying

Guidelines

Rowville Primary School is committed to establishing clear expectations for the Rowville Primary School Community with regards to student safety.

- All students are acknowledged and valued as individuals regardless of gender, racial, cultural, religious, physical or intellectual differences.
- All students are informed that if they are bullied, teachers are available to support them and prevent it from happening. Students are encouraged to report incidents to any teacher or staff member at school.
- The Principal and staff have a responsibility to fairly; reasonably and consistently implement the Code of Conduct.
- Any parents who believe that their child is being bullied or cyber bullied should contact the school. In the first instance, contact will be with the class teacher and then the Assistant Principal or Principal.
- All members of staff who believe they are being bullied by any member of the school community are to report this to the Principal.
- All teachers are informed of the procedures that are to be followed if an incident of bullying is reported to them.
- All teachers have a responsibility to respond to, investigate, follow up and monitor incidents of bullying.
- All forms of bullying, whether it is physical, verbal or cyber, are unacceptable.
- All students will sign an Internet Contract as a way of promoting safe use of technology.

Implementation

- As a school we will develop a values driven culture as per the values in our Student Code of Conduct. This will be supported by skills taught through Classroom Circle Activities and external educational support such as incursions.
- The staff member investigating a bullying incident will use a restorative conference to establish the facts; discuss the impact of the incident; and develop a solution. A period of monitoring will be part of the solution. A record will be kept of the conference.
- In a case where bullying is confirmed, the school will provide support and counselling for both the victim and the perpetrator.
- If the bullying persists the school will undertake action as per the Student Code of Conduct.

Members of staff at Rowville Primary School have the responsibility to ensure that:

- Students are aware that all forms of cyber-bullying are prohibited at Rowville Primary School.
- Staff members are aware of cyber-bullying and able to identify and look for signs of occurrence among the students.
- Students are aware of the consequences of cyber bullying (Student Code of Conduct, Digital Technologies Acceptable Use Agreement and discipline policy).
- An acceptable use agreement is in place for technology, including computers, tablet and mobile phones, whilst on school premises (or during any school activities held outside the school).
- All cases of cyber bullying are reported to the Principal/Assistant Principal or nominee and responded to promptly.
- There is supervision of technology that is effective for monitoring and deterring cyber bullying.

Students at Rowville Primary School have a responsibility to ensure that they:

- Demonstrate Rowville Primary School Values when online.

- Use only authorised digital devices whilst on the school premises or during any school activities held outside the school, to record audio and visual material that is authorised as part of the school curriculum program.
- Respect the privacy of students, staff and members of the school community by only taking authorised recording, filming or photography with permission that are in line with the school curriculum program.
- Report all incidents of cyber bullying to a member of staff.
- Talk to an adult if being victimised by cyber bullying.
- Support other students and offer to speak to an adult on behalf of a student who is being victimised by cyber bullying.
- Follow security protocols by protecting their own (and others) privacy and personal information.

Parents at Rowville Primary School have a responsibility to ensure that they:

- Are familiar with the school's Digital Technologies Policy-Acceptable Use Agreement so they can support students to adhere to the expectations set out in this document.
- Report any incidents of cyber bullying or unsafe cyber-behaviour that they become aware of to the school as soon as possible.
- Use mobile phones, cameras or other digital devices to only record audio and visual material that is authorised as part of the school curriculum programs and has appropriate permission.
- Respect the privacy of students, staff, and members of the school community through only authorised uploading, recording or filming.
- Only disseminating appropriate information through digital media or other means.

The Office of the Children's eSafety Commissioner protects Australian children when they experience cyber bullying by administering a complaints scheme and deals with complaints about prohibited online content. Families can use this website to report cyber bullying as well as a source to gain further skills and knowledge in regards to being safe online. This information can be found at <https://www.esafety.gov.au>

Evaluation

1. The policy will be evaluated annually. The review process will include ongoing collection of data about all forms of bullying through the Parent Opinion Survey, Student Attitudes to School Survey and playground incident data records.
2. The school has a proactive approach to anti bullying and data will be analysed to inform the future directions of programs at the school.

<p>This policy was ratified on 27th November 2018 and will be reviewed in November 2020.</p>

Anti-Bullying and eSmart Policy
Acceptable Use Agreement
Foundation to Year 6

This agreement is to be completed and returned to Rowville Primary School where it will be kept on file for the duration of each student's enrolment.

Terms of Agreement & Student Declarations:

When I use digital technologies I agree to be safe, responsible and ethical at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel personally uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content of what I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio, video and site references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

In addition, when I use my *personal* mobile phone or digital technologies, I agree to be safe, responsible and ethical at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Keeping the device on silent during class times; only making or answering calls or messages outside of school hours.
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
- The school is not responsible for the loss of or damage to any digital equipment that students choose to bring to school.

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, ipads, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet and Intranet

- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picassa, Youtube)
- Blogs, including corporate blogs and personal blogs

- Micro-blogs (e.g. Twitter, KIK, Snapchat)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities. I can only use the school Digital Technology equipment when my parents and I have signed the agreement and returned it to school.

I understand and agree to comply with the terms of the Anti-bullying and eSmart Policy and Agreement and expected standards of behaviour set out within these documents. I understand that there are actions and consequences established within the Rowville Primary School Student Engagement Policy if I do not behave appropriately.

Date: / /20__

Student's Name: _____ **Grade** _____

Student's Signature (signature require for Years 3-6 students only): _____

Parent / Guardian A Signature: _____

Name of Parent / Guardian A: _____

Contact Telephone Number: _____

Parent / Guardian B Signature: _____

Name of Parent / Guardian A: _____

Contact Telephone Number: _____

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>