

Wellington Secondary College eSmart Policy

Introduction/Rationale:

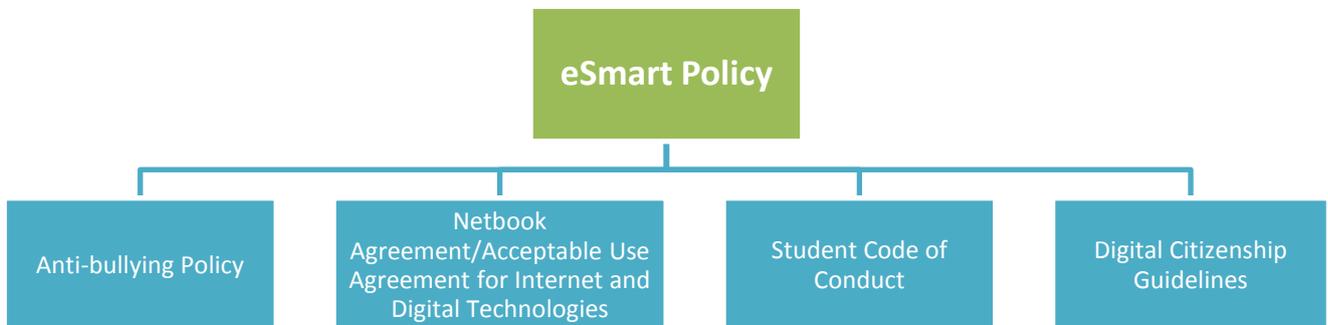
Wellington Secondary College has an obligation to provide a safe, secure and caring environment. Wellington maintains a zero tolerance policy to the bullying of students and staff. Fundamentally, cyber-safety is an area that requires a high level of community cooperation. Internet and digital technologies are now very much a part of life and learning. As an increasingly interactive medium, it brings with it exciting educational opportunities, however at the same time it also carries risks.

Aims:

To establish clear expectations for the WSC community with regard to cyber safety.

Documentation in place:

- Student Code of Conduct
- Anti-bullying Policy
- Netbook Agreement/Acceptable Use Agreement for Internet and Digital Technologies
- Digital Citizenship Guidelines



Implementation:

- All members of the school community are aware of and have knowledge of the documents listed above.
- A copy of the Student Code of Conduct is displayed in all classrooms.
- All students and parents/guardians sign a copy of the Acceptable Use Agreement.
- Breaches of the above agreements are managed and documented by Year Level Coordinators.
- Information is provided to the school community through Compass, newsletters, information sessions and the college website.

Staff Expectations:

- Staff must abide by the Acceptable Use Agreement.
- Staff are to provide explicit education around the safe and ethical use of the internet and digital technologies.
- Staff are to ensure that students adhere to the eSmart Policy. They must report any breaches and follow through with consequences as required.
- Staff are to model and teach eSmart - cybersafety as part of their classroom curriculum where appropriate.
- Staff need to be aware of Privacy and Copyright legislation as it applies to education.

Student Expectations:

- Students must follow the eSmart Policy.
- Students are encouraged to report any incidents of cyberbullying or inappropriate use of technology that they become aware of.
- Students are expected to report such matters to both parents and school staff.

Parent Expectations:

- Parents are expected to be familiar with the college eSmart Policy.
- Familiarity will enable parents to support students in adhering to the expectations set out in this document.
- It is essential that parents report any incidents of cyberbullying or unsafe cyber-behaviour that they become aware of to the school.

Evaluation:

This policy will be subject to a regular cycle of reviews undertaken by the WSC eSmart committee.

References/Resources/Agreements and Policies:

- eSmart School Program -The Alannah and Madeline Foundation
www.education.vic.gov.au/studentlearning/elearning
- Cybersmart program- Australian Communications and Media Authority www.acma.gov.au and www.cybersmartkids.com.au

This policy has been adapted from the Brunswick South West Primary School eSmart Policy.

■ What students can do to help

- ✓ Ask the bully to stop in a firm but non-angry voice. Stay cool and calmly walk away.
- ✓ If you are being bullied, talk to a teacher, your parents or a trusted adult.
- ✓ If you witness bullying, talk to your parents or a teacher. Ask them for advice. If you feel confident, tell the bully to 'stop it'.
- ✓ If you witness bullying, reassure the person being bullied. Make sure they are okay and then tell someone.
- ✓ In the case of cyber bullying, BLOCK THE CONTACT, then tell your parents, a teacher or a trusted adult.
- ✓ Avoid joining in. Being part of a group which is bullying someone else is just as bad as being a bully by yourself.
- ✓ Remember - **DOB** stands for

Don't Obey Bullies

COUNSELLING

Counselling is available to everyone involved in bullying.

This may occur via:

- ✓ Student self-referral
- ✓ Staff referral
- ✓ Parent referral

The counsellor is also used in a consultative capacity.

■ Consequences

1. Students who are reported for a first bullying incident will be interviewed by the YLC and given the opportunity to modify their behaviour. All concerned will complete an incident report. The 'target' will be reassured and strongly encouraged to report any further incidents of bullying.

2. Students who are reported for a second time for bullying will be interviewed again by the YLC and a conference with parents will be arranged. Further consequences will be determined at this time by the YLC. This may include behaviour contracts, yard sanctions, further counselling with the YLC or Student Welfare Co-ordinator or application of the Student Code of Conduct.

3. Students reported for a third bullying incident will be withdrawn from classes for the remainder of the day. They will be supervised in independent study. Parents will be required to attend another interview at which time the Student Code of Conduct will be applied.

4. Students who are identified as being involved in ongoing bullying will be interviewed by the Head of Sub-School and Assistant Principal together with parents. Appropriate disciplinary action, which may include suspension, will be taken.

5. In extreme cases of bullying the matter will be referred to the Principal. The College reserves the right to expel a student whose behaviour contravenes the school rules and ethos.

NB: Incidents of a serious nature may be responded to by immediately applying the Student Code of Conduct.



WELLINGTON SECONDARY COLLEGE

ANTI - BULLYING POLICY

Students, staff & visitors have a right to feel safe in our school and therefore bullying is

NOT ACCEPTABLE

at Wellington
Secondary College.

■ What is bullying?

Bullying is when a student or group of students with more power repeatedly and deliberately uses negative words and/or actions against another student that cause distress and create a risk to their wellbeing.

Direct physical bullying includes

- hitting, tripping and pushing
- damaging or hiding property
- uninvited behaviour of a sexual nature.

Direct verbal bullying includes

- name calling and teasing
- put downs and insults
- homophobic or racist remarks
- verbal abuse.

Indirect bullying is harder to recognise and is often carried out behind the bullied person's back. It includes

- lying and spreading rumours
- playing nasty jokes
- leaving someone out on purpose
- giving people 'looks' or verbal signs
- sending offensive notes including use of phones and computers.

Cyberbullying is one of the creepiest, most vicious forms of bullying because there is no personal contact. It refers to the practice of using technology to harass or intimidate someone else. It includes the **inappropriate use** of Email, SMS, FaceBook, Twitter and other social networking sites.

Warning:- personal information or pictures posted online can be misused or abused.

Remember:- Cyberbullying is unlawful.

DEECD Resource: Bullystoppers

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parents.a.spx>

■ Why have a Bullying Policy?

Bullying is a part of school life that kids and teachers can do without. It can make kids feel unsafe at school, either because they're being bullied or because they're worried when it will be 'their turn'.

The College is committed to providing a safe and caring environment which promotes emotional well being and learning. It aims to make those who demonstrate inappropriate behaviour aware of the situation and subsequently change their behaviour.

The College Community can help prevent and reduce bullying by reporting incidents of bullying. All reports will be taken seriously and thoroughly investigated.

Our school has undertaken the process of becoming an eSmart school.

■ Some common reactions

“I only sent it to my friends.”

Technology makes it very easy for others to misuse your messages or photos. **Think before you press 'send'**. If you receive a threatening or inappropriate message, don't reply, **tell someone you trust**. You don't have to suffer in silence.

“I don't want to cause trouble.”

Most cases of bullying are sorted out very simply, especially if it is reported straight away. You're not causing trouble, you're standing up for yourself.

“It's just a natural part of growing up.”

There is nothing natural about being bullied. Kids have a right to feel safe at school, as well as at home.

“I was just mucking around, can't they take a joke?”

This is the most common response to bullying. To put someone down, ridicule them, push them around, make them feel uncomfortable or take their things is bullying. **It is not a joke.**

■ What the College will do to help

- ✓ Include material on bullying, tolerance and assertive behaviour in the curriculum.
- ✓ Provide a supportive environment which encourages positive relationships between students, their peers and teachers.
- ✓ Implement the Student Code of Conduct, School Discipline and Welfare Policy and Bullying Policy in a consistent and fair manner.
- ✓ Respond to all reports of bullying.
- ✓ Model appropriate behaviour on a consistent basis.
- ✓ Assist students to develop skills for resolving conflict and dealing with bullying behaviour.

■ What parents can do to help

- ◆ Support your child emotionally. Encourage them to tell you what is going on.
- ◆ Monitor your child's computer/internet use.
- ◆ In the case of cyberbullying, seek help from a trusted adult or professional body. Eg <http://www.cybersmart.gov.au>
- ◆ Treat your child with respect. Listen to their opinions and feelings.
- ◆ Teach your child positive values – to be honest, tolerant and know the difference between right and wrong.
- ◆ Care about your child's future. Encourage them to be the BEST they can be at whatever they choose to do.

If parents are aware that their child is being bullied they should contact the College on 9547 6822 and speak to the Year Level Co-ordinator or Student Welfare Co-ordinator.



Wellington Secondary College Digital Citizenship Guidelines

This policy underpins Wellington's core values of caring, striving and learning in order for students to develop 21st century life skills in a technology rich learning environment. As we progress in the use of ICT in the classroom and greater collaboration occurs between students and teachers, certain behaviours are expected of a responsible digital citizen. The mediums this could occur in include:

- Collaborative websites such as Ning, Prezi, Popplet etc
- Google applications e.g. Documents /Presentations/Chat boxes
- Email
- Moodle e.g. messaging, forums, peer assessment
- Compass e.g. email

This communication extends to all electronic devices including:

- Mobile phones
- Tablets/iPads/computers
- Gaming consoles

In using these mediums and devices all users should be mindful of the following behaviours:

1. Language

Casual language should be avoided. Slang, nicknames and SMS language are inappropriate in an educational context. Everyone should be encouraged to use proper grammatical syntax and correct spelling.

2. Content

- Students must treat others online the same way that they would treat them in real life.
- Once information is placed online it is difficult to remove as the evidence remains as a permanent record.
- Students should not respond to or engage in online bullying or harassment.
- Strategies if being cyberbullied are to: block the person, report it to your YLC/teacher, parents and/or guardian.
- To assist in dealing with bullying and harassment issues, save any evidence.

3. File naming

To assist with identifying students' work the following file naming method is advised. The format is *student code_homegroup/classgroup_filename.ext* e.g. STU0013_7BENG_EX1.doc This will help to easily identify any file that has been submitted.

4. Usernames

Students must use usernames that enable teachers and students to recognise who they are. In all forms of communication students should not be communicating anonymously. For all school related matters, students are expected to email via their school email account (studentcode@wellingtonsc.vic.edu.au) rather than a private email such as kid99999@hotmail.com. When accessing external websites where 'sign up' is required by students, we would prefer that your Wellington credentials are used. Students take full responsibility for any action carried out under your username so it is important that passwords are kept private.

5. Social Networks

Use of social networks such as Facebook, Twitter, Instagram etc are not accessible via the school network.

6. Mobile Phones

- Mobile device usage is permitted in the classroom only with the permission of the subject teacher. When not in use, mobile phones must be switched off during class time.
- Sharing of earphones is inappropriate, for hygiene reasons.
- Use of headphones and mobile phones are prohibited during SACs and exams.

7. Video/Audio Recording

In being respectful to others, students should not use mobile phones or other recording devices to photograph/video or record audio content of others without consent.

Student Code of Conduct



In all classes, the ‘Wellington Way’ expects students to:

- **Be punctual**
- **Enter and leave rooms in an orderly manner**
- **Bring all required equipment**
- **Follow teacher's directions**
- **Support ‘Zero Tolerance’ of *bullying*, especially phone and ‘*cyber bullying*’**
- **Respect student and staff privacy at all times**
- **Work productively to complete all class tasks**
- **Allow others to work without interruption**
- **Speak and act in a polite, positive manner**
- **Respect and value school and personal property**

(This is published in the Student Diary and in all the classrooms in the College)



Wellington Secondary College Student Computer and Internet Access Agreement

As a student of this College I apply for computer and Internet access.

Rules

- 1) I understand the use of computer resources is a privilege, not a right.
- 2) I will not damage the hardware nor interfere with the configuration of the computers in **any** way.
- 3) I will use the Internet at WSC for appropriate educational use only.
- 4) I will always have my College ID borrowing card on display when using computer facilities.
- 5) I will not deliberately find, create, use or download material that does not meet the standards required by WSC, my parents/ guardians and my teachers.
- 6) I understand that the work and ideas of others that I use must be acknowledged and the sources cited correctly in my bibliography.
- 7) I understand that it is my responsibility to maintain the secrecy of my access code and never use any other person's computer access code.
- 8) I understand that I am not to use network software to send or broadcast messages unless authorised to do so by a classroom teacher.
- 9) If I am in a class which uses computers on a regular basis I will use the same computer if possible.

Consequences

If I breach these rules, in addition to the normal discipline policy of the College, I will lose part or all of my privileges and access to my account may be terminated. If I cause damage to WSC's equipment or software configuration I will be responsible for paying full repair costs estimated at \$120 plus per hour plus parts. (A breach of these rules will mean that my parents/guardians will be notified. Further applications may be refused)

I (the applicant) have read and understood the rules and consequences of this policy and agree to abide by them.

Name: _____ Student ID: _____ Date _____

Temporary Password (Please Print): _____ **5 to 10 characters- letters or numbers or a mixture, all lower case, no spaces.** (This password is only used for the first logon. The student **must** change the password when they log on to the Internet for the first time).

Applicant's signature: _____

Parent's/Guardian's name (Please Print): _____ Date: _____

Parent's/Guardian's signature: _____

Fill in **ALL** the above information and return this form to the **Library or to A3.**

WELLINGTON SECONDARY COLLEGE ACCEPTABLE USE AGREEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES

Wellington Secondary College believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Our school is currently being endorsed as an 'eSmart' school and this will further encourage good digital citizenship.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Wellington Secondary College uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At Wellington Secondary College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development's search engine Connect (www.education.vic.gov.au/secondary) which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cyber safety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- work with students to outline and reinforce the expected behaviours on the Internet and other online collaborative activities.

Please read through the Student Agreement on the following page with your child and then both sign and date it.

Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers.

When I use my mobile phone, iPod or other mobile device I agree to:

- keep the device turned off during class times and only make or answer calls and messages outside of lesson times
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson, or when directed by a teacher
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in Internet and mobile technology access privileges being suspended or revoked.

Student Name: _____ **Year Level:** _____

Student Signature: _____

Parent/Carer Signature: _____ **Date:** ____/____/____