

St Peter's College eSmart Policy

(Updated May 2015)

POLICY OWNER: Headmaster

PURPOSE:

St Peter's College is committed to the wellbeing of every individual in its community. This policy is designed to guide staff, students, parents and others about what constitutes a safe, respectful and caring environment where technologies are used positively for learning and communicating.

This policy and procedure describes the purpose and objectives of maintaining a safe school and the responsible and secure use of technology. While harassment occurs in other areas, this policy concentrates on issues where students use technology.

SCOPE:

This policy and procedure applies to the whole School.

REFERENCES:

National Safe Schools Framework

DECD Social Media Policy and Social Media Guidelines

Cyber-safety: Keeping children safe in a connected world - Guidelines for preschool and schools

eSmart Schools – Domain 2.1 eSmart Policy Implementation Guidelines

St Peter's College 1 to 1 Acceptable Use Agreement Policies

St Peter's College Child Protection Policy

St Peter's College Behaviour Management Policy

Our Preferred Future – A Strategic Plan for St Peter's College 2015 – 2018 and the St Peter's College Human Resource Management Framework underpin this policy.

ALIGNMENT TO SCHOOL STRATEGIC PLAN:

Our vision is to be a world-class school where all boys flourish. Our Core Values underpin this policy and procedure:

ALIGNMENT TO SCHOOL'S VISION & VALUES

- Building lifelong commitment to serve others.
- Building leadership capability.
- Celebrating the uniqueness of every boy.
- Celebrating accomplishment.
- Developing emotional maturity.
- Developing lifelong learning, engagement, meaning, and purpose.
- Embracing creative potential.
- Fostering honesty, integrity, and wellbeing.'
- Honouring diversity.
- Valuing teamwork, collaboration, and communication.
- Unlocking individual virtues and strengths.

DEFINITIONS:

A safe and support school is described in the following way:

'In a safe and supportive school, the risk from all types of harm is minimised, diversity is valued and all members of the school community feel respected and included and can be confident that they will receive support in the face of any threats to their safety or wellbeing' *National Safe Schools Framework, updated 2013. Education Services Australia.*

Bullying and harassment are interchangeable terms for the purpose of this policy. Bullying and harassment can occur in a variety of forms (including but not limited to):

- **Physical** – may include tripping, kicking, hitting, pushing, poking, fighting or anything else that causes pain or discomfort, obstructing someone's progress, making threatening gestures.
- **Verbal** – may include teasing, name-calling, paying out, threats, abuse, offensive language, rumours, and comments about an individual's sexuality, race and/or religion.
- **Sexual** - remarks or overtones, rumours, gestures, unwelcome sexual requests or acts of physical contact may amount to sexual harassment and is against the law.
- **Emotional** – deliberate exclusion to make someone feel isolated.
- **Cyber-bullying** – may include teasing, name-calling, paying out, threats, exchanging images, abuse, offensive language, rumours, comments about people's sexuality, race and/or religion via email, text message, comments made on the Internet or social media such as Facebook or Twitter.

Cyber-Safety – Cyber-safety refers to the protection of children when they are online and the safe use of the Internet and ICT equipment/devices, including mobile phones.

POLICY:

St Peter's College fosters a vibrant and digitally rich environment whereby every member of the School community has the right to feel safe. Students should conduct themselves respectfully at all times. Any forms of bullying (or other actions deemed to be bullying by the School) will not be tolerated in the School community.

In alignment with the National Safe Schools Framework, St Peter's College commits to:

- Affirming the rights of all members of the School community to feel safe and be safe at school.
- Acknowledging that being safe and supported at school is essential for student wellbeing and effective learning.
- Accepting responsibility for developing and sustaining safe and supportive learning and teaching communities that also fulfil the School's child protection responsibilities.
- Encouraging the active participation of all School community members in developing and maintaining a safe school community where diversity is valued.
- Actively supporting young people to develop understanding and skills to keep themselves and others safe.
- Developing a safe School community through a whole-School and evidence-based approach.

The School acknowledges that bullying can occur outside of school hours and in forms beyond the School's control. Bullying, which occurs outside of School, may be dealt with by the School if the issue affects the parties while they are at School, or if it is of such a nature that the School deems it has the potential to cause safety or wellbeing concerns at School.

Issues of bullying will be dealt with in line with the St Peter's College Behaviour Management Policy.

PROCEDURE:

The School will at all times act in line with its Child Protection Policy

Legal Obligations:

Sexual harassment or acts that amount to criminal or sexual assault may be referred to the police. Boys, or parents of boys, who have been subjected to such acts may take legal action. The School will co-operate with any such decisions by a boy or parent. Acts that constitute an e-crime may be referred to SAPOL (1800 333 000).

Acts where there are suspicions of child protection issues will be referred to the Child Abuse Report Line (131478) in line with mandatory notification requirements.

The School may also liaise with the providers of social media or Internet sites to ask that comments be removed or sites closed down.

Education of boys and parents:

The School will ensure students learn about issues relating to bullying and cyber-bullying through such methods as the Junior School Wellbeing Program, Senior School pastoral care time and Personal Development curriculum, as well as other activities run through the School's Outdoor Education program.

Websites assisting students with wellbeing concerns will be promoted through links on Keystone.

The School will assist parents with their understanding by offering seminars.

Use of technology:

The security of mobile phones brought to School is the responsibility of the boy.

Laptops and such devices are to be used for educational purposes at the direction of staff. Boys are not to use their laptops in the schoolyard, or in buildings at break times. Boys who wish to use their laptops need to do so in the designated areas (such as the Library or supervised in a classroom).

The School may check boys' computers and other technologies if there is suspicion of harassment or misuse of technology.

Publication of Images

When producing publications that appear in a digital sphere only, no boys' surnames will be included unless it is announcing a Leadership Position, the attainment of a public prize or award, or has been approved by the Headmaster or relevant Head of School. If a surname has been included and it does not fall into one of these categories, it will be removed to retain the privacy of our boys in a public sphere.

Cameras, or any recording device, are not to be used at School unless under specific direction of the teacher.

ICLT Acceptable Use Agreement

Parents and boys will be asked to read this Policy and sign an acknowledgement as such, attached to the School's 1 to 1 Acceptable Use Agreement Policy.

Consequences for bullying and harassment may include:

- counselling
- mediation
- parental notification and involvement
- detention

RESPONSIBILITIES:

For repeated or serious offences:

- suspension or expulsion

All members of the School community have the right to feel safe, and have a responsibility to assist in maintaining such an environment.

Headmaster and SLT Members	<ul style="list-style-type: none"> • Foster an environment of safety. • Communicate the policy to the wider School community. • Implement appropriate communication avenues for people to report bullying.
Staff	<ul style="list-style-type: none"> • Maintain an environment of safety. • Use technology safely and respectfully. • Educate boys in the safe use of technology. • Have an awareness of online use by students. • Report instances of bullying promptly to relevant Mentor, classroom teacher, Head of House, Counsellors, Assistant Head or Head of School. • Report instances of possible criminal offences (such as inappropriate and/or illegal content) to the Headmaster or his delegate and secure the device.
Students	<ul style="list-style-type: none"> • Maintain an environment of safety. • Use technology safely and respectfully. • Treat others with respect. • Report incidents of bullying promptly to relevant Mentor, classroom teacher, Head of House, counsellors, Assistant Head or Head of School.
Parents / Members of the School Community	<ul style="list-style-type: none"> • Encourage an environment of safety and respect. • Have an awareness of online use by students. • Report instances of bullying promptly to relevant Mentor, classroom teacher, Head of House, Counsellors, Assistant Head or Head of School. • Report instances of possible criminal offences (such as inappropriate and/or illegal content) to the Headmaster or his delegate to secure the device.

COMMUNICATION:

The Head of Junior School and Head of Senior School are responsible for promulgating this policy and procedure to all relevant staff.

This policy and procedure will be available on the School's online digital community - Keystone.



POLICY HISTORY:

HISTORY	
Date Approved	Amendments made (summary of major changes)
November 2013	Policy created
May 2015	Updated as per recommendations from Child Protection Desk Audit 2014.