McDonald Park School is committed to giving every student the opportunity to achieve his or her full potential. We will achieve this in a caring, safe and effective educational environment that embraces our core values including RESPECT, through the implementation of our Site Improvement Plan which includes well- being programs that support skills development.

This policy is designed to guide staff, students and parents to ensure a caring, safe and respectful environment for communicating and learning with the use of technologies. This policy and procedure describes the purpose and objectives of maintaining a safe school through the responsible and secure use of technology.

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
- McDonald Park School Using the Internet Code of Conduct and Acceptable Use Policy
- McDonald Park School Internet and Email Access parent and student agreement
- McDonald Park School Anti-Bullying Policy
- McDonald Park School Behaviour Management Policy

DEFINITIONS

- *Physical bullying* is repeated behaviour that may include tripping, kicking, hitting, pushing, poking or anything else that causes pain or discomfort, obstructing someone's progress, making threatening gestures and involves the misuse of power by an individual or group towards one or more persons.
- *Verbal bullying* may include teasing, name-calling, paying out, threats, exchanging images, abuse, offensive language, rumours, comments about people's sexuality, race and/or religion.
- *Psychological/emotional bullying* may include rumours and deliberate exclusion to make someone feel isolated.
- *Cyber-bullying* may include teasing, name-calling, paying out, threats, exchanging images, defamation, 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-bullying is usually not a one off communication, unless it involves serious threats.
- *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

McDonald Park School fosters a positive culture where every member of the school community has the right to feel safe and to be respected by others. In accordance with the National Safe Schools Framework, McDonald Park School commits to:
- Affirming the rights of all children and young people 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.
- Actively supporting children and young people to develop understanding and skills to keep themselves and others safe.

Bullying, which occurs outside of school, may be dealt with as per school policy if the issue has the potential to cause safety or wellbeing concerns for another student of McDonald Park School.

PROCEDURE

DECD provide filters on internet access at all SA public schools, which are managed at a state and school level. They assist in the prevention of children accessing, either accidently or deliberately, material on the internet that may be unsuitable.

McDonald Park School fosters a responsible attitude in students, in partnership with parents, contributing to safe and appropriate use of the internet at school.

Safe practices and expectations when using computers and the Internet:
- Students must use their own username and password when logging onto computers and using email.
- Children must always have permission to use the internet.
- Students are responsible for their own behaviour on the internet just as they are anywhere else in the school. This includes materials accessed and the language they use.
- If students encounter material on the internet that is offensive, they are expected to report it immediately to a teacher so that further access can be blocked.
- When using their email communication, students must use appropriate language and only contact people they know or those the teacher has approved.
- Children must only access their own files.
- Computers and the internet are only to be used for schoolwork unless students have been granted permission to use them for other purposes.
- Parents are requested to reinforce safe and responsible behaviour at home.
- The Golden Rules of Cyber-Safety will be provided as a resource for staff, students and parents.

<div align="center">The Golden Rules of Cyber-Safety</div>

- Always keep your password secret
- Don't give your name, address or any personal details to unknown people over the internet
- Set your profile to 'private' on websites so your personal information is kept secret
- Choose an appropriate username (not one that is provocative or rude). Rude and provocative nicknames attract trouble
- Adhere to the social media age restrictions
- Think before you post information and/or images online – once its posted it's difficult to remove
- Don't access inappropriate sites, illegal sites or games/virtual worlds for people over 18
- If someone is rude or offensive online, don't respond. If they are harassing, save the evidence and log off
- Delete any messages/emails from people you don't know. Don't open them as they may have viruses attached to them
- Don't accept offers on websites that seem too good to be true – they could be hoaxes or scams
- Be careful who you trust online. People may not be who they say they are. Never agree to meet with people you have only met online, without speaking to a parent or carer
- If something seems wrong – tell an adult

Unacceptable use of computers and the Internet:
- No personal information such as phone numbers and addresses should be given out. This includes personal information about other people.
- Students are not to use inappropriate language (obscene, profane, rude, inflammatory, disrespectful or threatening) when communicating with others on computers or with the internet.
- Programs and games on disks or memory sticks are not to be used at school.

- Students are not to download pictures and other material that is not school related and store them on school computers.
- Students are advised to report an incident if:
  -they feel the welfare of any students is being threatened
  -they have experienced an incident of cyber-bullying
  -they come across sites which are not suitable for school
  -someone asks them to provide information that they know is private
- Consequences include suspension of computing privileges in accordance with number and nature of offences.

Please note For the purpose of this policy the term 'computer' refers to any electronic device that can be used to access the internet i.e. notebooks, netbooks, iPhones, iPods, iPads and other android tablets.

To be reviewed annually due to IT developments.