Cyber Safety and

Digital Citizenship Policy

Good Shepherd Cyber Safety and Digital Citizenship Policy

When does this policy apply?

Good Shepherd Cyber Safety and Digital Citizenship Policy is designed to explain to our school community the school's policy requirements and expectations relating to students using school digital devices at school and at home.

Who does this policy apply to?

This policy applies to all students at Good Shepherd Catholic Primary School.

Definition of a digital device

Digital device means an electronic device that can create, generate, send, share, communicate, receive, store, display, or process information, and such electronic devices shall include, but not limited to, desktops, laptops, tablets, peripherals, servers, mobile telephones, smart phones and any similar storage device which currently exists as technology develops or such comparable items as technology develops.

Cyber Safety and Digital Citizenship Policy

Good Shepherd Catholic Primary School, Springfield Lakes Statement of *Belief for Student Protection* and the *Child and Youth Risk Management Strategy* nurtures culture for all children and young people at our Catholic school, states that we are committed to ensuring that our students are safe and protected from harm.

Appropriate and responsive interventions by Good Shepherd Catholic Primary School, Springfield Lakes hopes to foster resilience in students who may be at risk, by protecting them from harm and supporting their healing.

An ethical focus is embedded in the Catholic school culture, in order to uphold the dignity of each person who are *"made in the image and likeness of God"* (Genesis 1:26-27). Good Shepherd strives for the success of each student in their learning. As staff and employees of Brisbane Catholic Education, we are obliged as a Catholic school, to establish and continually improve the culture of child safety at all levels. Preventing child abuse and responding appropriately to allegations and concerns, needs to be embedded within the school community. Student Protection is everyone's concern.

Every person involved as part of the Good Shepherd Community has a responsibility to understand the important and specific role, he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people, is at the forefront of decisions made by the community. Therefore, Good Shepherd has in place, policies, procedures, processes and practices ensuring child safety is key within its culture and that these represent best practice (Brisbane Catholic Education and Good Shepherd Catholic Primary School).

At Good Shepherd Catholic Primary School, we are committed to ensuring the safety and wellbeing of our students, staff and volunteers. As part of this commitment, policies and procedures have been implemented according to Brisbane Catholic Education and the Queensland Government, in order to protect students and young people under the age of 18 from child abuse and neglect, including Indigenous, culturally and linguistically diverse backgrounds, and students with a disability.

1.   Rationale

Good Shepherd's School Cyber and Digital Citizenship Policy outlines the use of school assigned digital devices on school grounds and at home. Good Shepherd encourages the safe and respectful use of these devices to protect students' privacy and align with *Student Protection and Child and Youth Risk Management Strategy.*

1. **Expectations relating to students use of school assigned digital devices.**

   - When a student is assigned their school device, the student is guided through to an ICLT Induction Program.
   - Students are instructed on how to carry their iPad (criss-cross apple sauce) and how to transport their iPad in their bag safely in the pocket provided at the back of their bag. They are shown how to walk with the iPad in their bag and not to throw or sit on their bag.
   - Instructions are given about how and when to charge their iPads. The iPad should be put on to charge overnight.
   - When and where students should and should not use their iPads:
     - ❖ An iPad is only to be used at school and at home with the supervision of an adult parent/carer.
     - ❖ iPads are not to be used in the car, at Outside School Hours Care, taken to friends' houses etc.
   - Students are instructed that they are the only one that should use their device. Parent and siblings should not be using their school assigned device for personal use.
   - Devices are to be used as a learning tool only. Devices are not be to used to play games or chat to friends and family.

Internet Safety
A student should only engage in research content that is related to their learning. If inappropriate texts or images appear, this must be reported to the teacher.

Privacy and Security

Students should not engage in online communication with a person that they do not know. Creating accounts and sharing of personal details is not permitted. **Stranger danger** – students would not talk to strangers on the street, so the same awareness should be used when accessing the internet. Not everyone is who they portray themselves to be in person.

Relationships and Communication
- Students use a Code of Conduct when communicating via the internet.
- Students to refrain from personal attacks and do not spam others.
- Students need to remember that posts and comments may become public.

Cyberbullying and Digital Drama

As part of Good Shepherd school community, bullying of any type is not tolerated. This will be attended to as per Good Shepherd's Anti-Bullying Policy.

Digital Footprint and Reputation

Students are made aware of the fact that anything that is posted online, can remain forever, and that all information placed by the student on the internet, leaves a digital footprint. Respecting others privacy online when tagging, posting, or copying personal information, is clearly explained to all students (in particular Upper Primary).

2. Non-Compliance With This Policy

Students who are not following the expectations outlined in this policy, will be asked to hand over their device. The student will need to meet with members of the Leadership Team to negotiate a plan to relearn the expectations breached and need for a reintroduction of the device into their learning. If the breach is significant, parents, guardians or carers of the student will need to meet with the teacher and a member of the Leadership Team to resolve the issue, to ensure the safety of all students affected by the actions.

Related School Policies and Additional Resources

- **Anti-Bullying Policy**
- **Child and Youth Risk Child Management Strategy**
- **Code of Conduct**
- **ICLT Acceptable Use Policy**
- **Managing Complaints and Grievances Policy**
- **Privacy Act Policy**
- **Social Media Policy for Students**
- **School Student Behaviour Support Plan**
- **Student, Parent and Guardian Complaints Management**
- **Student Protection and Professional Standards**
- **Criminal Act Code**
- **Mobile Phone and Smart Watch Policy**

Date	Reviewer	Amendments
August 26, 2021	Judith Anne Seery	Created for Good Shepherd by Judith Seery and Suzanne Randle