Bentleigh
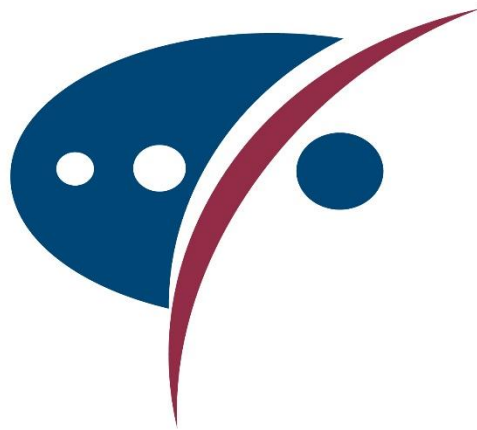## Secondary College

eSmart® *for schools*

Online Safety Handbook for
Students and Parents
2014

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Overview of Program

Bentleigh Secondary College aims to provide a safe and inclusive environment where staff, students and parents are able to be a part of a positive school community. With the increasing use and reliance on digital technologies in the modern world, it is now vital that we as a college are able to respond to the emerging issues and problems in an appropriate and measured way. This provides the context in which the college signed up to be an 'eSmart School', a title derived from the Alannah and Madeline Foundation's framework for dealing with issues regarding the online world within the school community.

Aims

This handbook aims to provide a clear series of rules, guidelines and procedures for students and parents when using digital technology or accessing the online world.

Relevant Technology

These policies are designed to apply to ALL digital devices that can be used to communicate or access digital content. This includes, however is not limited to Desktop Computers, Laptop, Notebook and Netbook Computers, Tablets and iPads, Smart Phones, iPhones and Mobile Phones.

Appropriate Online Conduct

When online, everyone should try to be a good digital citizen. This means they know how to behave appropriately and they see that online environments are communities of people that have similar rules to the real world. This includes understanding the rights and responsibilities of all people online.

Online Responsibilities

- Ensure that your behaviour is positive when online.
- Use 'net speak' appropriately and follow netiquette protocols.
- Behave in an ethical and respectful manner.
- Recognise and report inappropriate or suspicious behaviour to the appropriate people (site managers, authorities, parents)
- Protect all devices connected to the internet to ensure privacy and security, especially when sharing information.
- Respect the right to privacy of all people.

Online Rights

- To be safe from bullying, abuse or harm when online.
- To not be exposed to inappropriate or illegal materials.
- To have your privacy respected.

What does appropriate online conduct look like?

- Using appropriate and clear language
- Being polite; treating people the way you wish to be treated
- Not SHOUTING
- Using emoticons to clarify your message ☺ ☹
- Not putting myself or anyone else at risk through any behaviour (e.g. bullying or harassing)
- Not engaging in threatening, abusive or obscene behaviour, even if it is meant as a joke
- Not trolling or starting arguments
- Being cautious when sharing any information about yourself
- Not sharing information that relates to anyone but yourself
- Thinking before you message, email or blog; Double check before you "send"
- If accidentally accessing inappropriate material, don't show it to others.
- Reporting inappropriate behaviour or incidents immediately

Protecting Yourself Legally and Socially

As in the physical world, your safety is the most important priority you should have in the online world. This means that you need to act in a way that reduces your exposure to risk, whilst also not acting in a way that places others at risk. Whilst there are laws that cover some behaviours, it is just as important to protect yourself from anti-social behaviours and risks.

Protecting yourself legally

- The downloading or streaming of copyrighted content, without permission from the copyright holder, is illegal. If you are unsure, it is best not to take the risk. This can include: Movies, Television Shows, Music, Apps, Games, eBooks, or any files not intended for public distribution.
- When completing school work or assignments, it is important to acknowledge where you get information and when work is not your own. Claiming a piece of writing or work as being yours when it is not is plagiarism, which is illegal.
- It is illegal to create or knowingly forward computer viruses, and to hack or bypass security measures of online systems. These are serious crimes that can result in harsh penalties.
- It is also illegal to take a photo, video or audio recording of a minor and upload it without their parent's permission. If uploading images of any person, always get their consent first.
- There are now also laws against cyber bullying and online abuse.
- It is illegal for a person under 18 to access, create or distribute pornographic material
- Other activities that are illegal for minors (people under 18) include;
  - Sexting (or sending sext messages); where nude, sexual or indecent images or messages are taken on a mobile phone or other electronic device and then transmitted to others.
  - Taking part in online gambling of any kind.
  - Utilising online dating websites.

Protecting yourself socially

- Find balance in your lifestyle - balance time spent online with relationships with friends and family in the real world.
- Gaming - have fun competing against and chatting with people from all over the world but be in control, select no-risk identities and be aware of risks such as desensitisation to violence, gaming addiction and bullying through abuse of other players.
- Be aware of grooming or approaches from unknown people via social media, online gaming or messaging programs. If someone/something makes you feel uncomfortable online, inform someone.
- Disable 'geotags' (or location services) of photos that you upload; this prevents people from tracking where your photos were taken.

What does safe online behaviour look like?

- Spending time online and in the real world.
- Engaging with and creating age appropriate content online.
- Understanding legal responsibilities when using content developed by others.
- Reading terms and conditions of websites before signing up.
- Using non-revealing aliases, usernames, avatars and profiles when online.
- Avoiding restricted websites and content, such as pornography, gambling and dating websites.
- Not creating or distributing inappropriate or illegal materials.
- Not downloading any files such as images, music, videos, games or programmes without the permission of the copyright holder.
- Respecting online security, monitoring and filtering systems that are in place.
- Recognising and reporting inappropriate or suspicious behaviour or security concerns.

Building Positive Online Relationships

Just because you are in front of a screen, rather than face to face, doesn't mean your relationships are any less real. How you develop and maintain relationships with people online is a vital part of modern society.

Developing and maintaining online relationships

- Remember, the people you tag, post and message are real; just because you can't see them doesn't mean they are any less real.
- Don't say something online you wouldn't say in public; comments can be copied, forwarded and publicised very easily.
- Protect your identity when talking online unless you are certain of the identity of those you are speaking with.
- Be tolerant of the views and opinions of others, even if you disagree with them.

What do positive online relationships look like?

- Reflective of your relationships in the real world.
- Cautious when a relationship is developing.
- Respectful of people's privacy.
- Tolerant of the views of others.

Online Reputation

Your online actions are a reflection of who you are, for good and for bad. Maintaining a positive online 'footprint' is an important part your online behaviour and can affect your future employment and relationships.

Maintaining your online footprint

- Only tag yourself, or allow yourself to be tagged, into activities that reflect positively.
- Avoid uploading photos that may show your behaviour as irresponsible or inappropriate.
- Regularly review, update or remove information and accounts.
- Use the strictest privacy settings you can to prevent personal information being accessed.
- Be cautious about what you post online; a screenshot exists after you have deleted content.
- Minimise the amount of accounts you utilise to make managing your profiles easier.
- Keep your work and recreation separate through emails and other accounts.

What does a positive online reputation look like?

- Reflective of the positive elements of your personality.
- Maintains an appropriate level of privacy for yourself and others.
- Current and up to date; 'who you are', not 'who you were 5 years ago'.
- Clear of any negative, irresponsible or inappropriate behaviours and comments.

Reporting an Incident

In the event that you, as a parent or student, become aware that someone has acted in a way that is dangerous, illegal or inappropriate, it is important that you follow the appropriate process. The college has an established procedure for dealing with online issues which is detailed on the next page.

To report an incident, email esmart@bentleighsc.vic.edu.au with the appropriate details and information. This account is actively monitored and any incident reported will be followed up using the appropriate process.

Further enquiries or questions

Should you have any further questions or queries, please forward them to esmart@bentleighsc.vic.edu.au and a member of the eSmart committee will be in contact with you promptly.

As a college, we would like to encourage parents to feel they can participate and contribute in the development of programs and policies. If you would like to be involved in further developing and promoting Bentleigh Secondary College's eSmart program, please feel free to contact us at the above email address.

Procedures for Responding to an eSmart Incident

When a staff member, parent or student becomes aware that an incident involving technology has occurred, the issue should be immediately recorded via an email to esmart@bentleighsc.vic.edu.au

Nature of Incident	Response from College	Intended Outcome

IS THIS DANGEROUS?

ICT Response
The ICT department will make a record of the incident and/or offending material, and then immediately remove it to prevent further harm. Records will be kept confidential and advice to be given to Student Management and Wellbeing.

Student Management Response
The Sub-School Leader will organise a Parent Meeting with the offending student/s to discuss incident. Appropriate sanctions will follow.

Wellbeing Response
The wellbeing department will arrange for affected individuals to have counselling. Mediation and Restorative conversations to take place following any sanctions.

Intended Outcome: Danger is minimised by removal of materials. Responsible individuals have been sanctioned, with parents involved in the process. Records are kept CONFIDENTIALLY of the incident by the ICT department. All individuals involved have had the opportunity to discuss the incident openly with a member of the wellbeing department.

IS THIS ILLEGAL?

ICT Response
The ICT department will make a record of the incident and/orr offending material. Records kept confidential and advice given to Student Management and Wellbeing.

Student Management Response
The Year Level Co-ordinator will organise a Parent Meeting with the offending student/s to discuss incident. Individuals offended against will also be involved in meetings with parents and YLC to determine intended course of action. Appropriate sanctions will follow.

Wellbeing Response
The wellbeing department will arrange for affected individuals to have counselling. Mediation and Restorative conversations to take place following any sanction, with permission from parents.

Intended Outcome: Individuals affected have been consulted, along with parents. Responsible individuals have been sanctioned, with parents involved in the process. Records are kept CONFIDENTIALLY of the incident by the ICT department. All individuals involved have had the opportunity to discuss the incident openly with a member of the wellbeing department, with permission from parents.

IS THIS INAPPROPRIATE?

ICT Response
The ICT department will make a record of the incident and/or offending material. Records kept confidential. Advice to be given to Student Management and Wellbeing.

Student Management Response
The Year Level Co-ordinator will organise a meeting with the offending student/s to discuss incident. Individuals offended against will also be involved in meetings with YLC. Appropriate sanctions will follow and parents informed.

Wellbeing Response
The wellbeing department will arrange for affected individuals to have counselling. Mediation and Restorative conversations to take place following any sanction.

Intended Outcome: Individuals affected have been consulted, with responsible individuals sanctioned. Records are kept CONFIDENTIALLY of the incident by the ICT department. All individuals involved have had the opportunity to discuss the incident openly with a member of the wellbeing department.