



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

**Cyber Safety Policy
May 2017**

Summary:

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

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Related Policies	Risk Management Behaviour Management Policy Student Code of Conduct Teacher Code of Conduct Records Management Policy Copyright Policy
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Notes	

Table 2: Revision Record

Date	Version	Revision Description
February 2017	1	New policy developed

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Cyber Safety 1



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Introduction

The Internet, Information Communication Technologies (ICT) and educational technologies provides an opportunity to enhance the teaching and learning at Hungarian Community School, Adelaide Inc. Students will use ICT in a variety of ways including class work, homework, research, collaborating with peers, sharing ideas and communication with others. Students may be required to communicate through the use of ICT with other students, teachers, parents, and community members. The effective and appropriate use of ICTS allows staff and students at Hungarian Community School, Adelaide Inc. to strength communication, streamline administrative tasks, and engage students in learning.

This policy outlines the guidelines for access and security, appropriate behaviour and use when using ICT, cyber bullying and the Hungarian Community School, Adelaide Inc.'s cyber safety user agreement. This policy is based on information from the Department of Education and Child Development, Cyber Safety Keeping Children Safe, Facebook, The Australian Government: Office of the Children's eSafety Commissioner and the Enhancing Online Safety for Children Act 2015.

Definitions

Cyber Safety refers to the safe and appropriate use of the Internet and ICT equipment

Cyber Bullying is bullying which uses technology as a means of victimising others. It is the use of an Internet service or mobile technologies such as e-mail, chat room discussion groups, instant messaging, social media, webpages or SMS (text messaging) with the intention of harming another person. Examples include, but not limited to, communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

ICT is an abbreviation for Information Communication Technology and is a term use to describe any communication device, networks, application, storage, mobile devices, personal electronic devices, peripheral devices, hardware, and software.

Personal Electronic Devices (PEDs) refers to but is not limited to laptops, tablets, smart phones, smart watches which are owned by individual users and brought to the school

Peripheral Device is an item that can be connected to a computer such as printer, scanner, speaker, and microphone

Inappropriate Material refers to material that deals with matters such as sex, cruelty or violence in a manner that is likely to be harmful to children or incompatible within the Hungarian Community School, Adelaide Inc.'s environment.

Social Media: has the sole or primary purpose of enabling interactions between two or more people, post or share material for social purposes and the service allows users to link or interact with some or all of the other users.

Sexting is where a person takes a sexually-explicit digital photograph of him or herself or of someone else, and sends it as an MMS or SMS via a mobile phone. These images can then



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be posted on the internet or forwarded electronically to other people. Once posted on the internet these images can leave a permanent digital footprint and be accessed at any time in the future. It is illegal to take sexual photos or videos of children and young people.

Policy

The use of the Internet, mobile devices and ICT at Hungarian Community School, Adelaide Inc. is intended for research, learning and communication between staff and students. Responsible use of technology by students, with the guidance from staff will provide a secure and safe learning environment. All staff and students will be issued with an Acceptable Use of ICT Agreement and once signed consent has been returned to Hungarian Community School, Adelaide Inc., learners will be able to use ICT.

While every reasonable effort is made by Hungarian Community School, Adelaide Inc. to prevent children's exposure to inappropriate content when using the Internet, it is not possible to completely eliminate the risk of such exposure. Hungarian Community School, Adelaide Inc. will use the following three key principals in teaching and learning activities involving ICT:

- Engage Positively
- Know your online World
- Choose Consciously

When students engage positively they are exercising their rights and responsibilities as a digital citizen and at the same time respecting the rights of others. Knowing about the online world that students engage in and interactive with will assist students at Hungarian Community School, Adelaide Inc. to understand how to appropriately use ICT. A conscious choice is when a student makes well informed decisions about what they do online, how they interact and know how to protect themselves.

Student Responsibilities

It is the responsibility of students to:

- Abide by the acceptable use agreement
- Report inappropriate behaviour and material to a teacher or Principal
- Be aware that a breach of this policy may result in disciplinary action in line with Hungarian Community School, Adelaide Inc.'s Behaviour Management Policy
- Communicate through internet and online communication services is related to learning
- Only download or upload material for educational purposes
- Manage and care for their own devices, and equipment
- Keep passwords confidential, and change when prompted, or when known by another user
- Use passwords that are not obvious or easily guessed.
- Not disable settings for virus protection, spam and filtering that have been applied
- Not knowingly forward an email that contains a virus, spam, unsolicited advertising material, hoax emails or a message sent to them in confidence



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The following sections outlines Hungarian Community School, Adelaide Inc.'s policy on using ICT appropriately, the security measures that are required and what to do in the event that a student or students are exposed to inappropriate content online.

Access and Security

Students may use the Internet during school hours only for learning related activities that are approved by the teacher. Students must not cause interference or disruption to other people or equipment and students must not access or distribute inappropriate material. This includes:

- Distributing spam messages or chain letters
- Accessing or distributing malicious, offensive or harassing material, including jokes and images
- Bullying, harassing, defaming or giving offence to other people
- Spreading any form of malicious software such as viruses, worms
- Accessing files, information systems, communications, devices or resources without permission.
- Using for financial gain
- Using non-approved file sharing technologies
- Using for non-educational related streaming videos or audio
- Using for religious or political lobbying
- Downloading or sharing non-educational material

Appropriate Behaviour and Use

Students will be made aware of behaviour that is unacceptable or inappropriate when using ICT. At no time is sexting, sending inappropriate material to another student or person is acceptable. The following sections outline Hungarian Community School, Adelaide Inc.'s policy and procedures for sexting, the use of cameras and online incidents of inappropriate behaviour affecting students.

Sexting

Sexting can have serious social and legal consequences. If a student has sent a picture or video that they regret sending, students are encouraged to request that the picture or video be deleted from all sources. Students are required to report the issue so further action can be taken. The safest thing students can do is to never share something that they don't want other people seeing. Students are reminded that if somebody asks them to share something that they are not comfortable with, that they have the right to say no.

If an adult has asked a child to send a picture or video that is of a sexual nature, and a teacher, volunteer, staff member or Principal of Hungarian Community School, Adelaide Inc. become aware of the situation, they are required by law to call the Child Abuse Report Line (CARL) on 131 478.

Cameras



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Cameras, video recorders, phones, tablets or electronic devices that can record audio and/or video must not be used in private spaces or isolated areas including, but not limited to, toilets, storage rooms, or behind school buildings.

Photographs or images produced by students or staff may be considered as 'personal information' and may be subjected to Copyright. Teachers and students must not use any material for purposes unless they have the informed consent of the creator.

If a member of Hungarian School Community believes that their privacy has been invaded then they can use the [Privacy Complaint Checker](#) to see whether they have legitimate grounds to lodge a complaint. The Privacy Complaint Checker is produced by The Australian Government Office of the Australian Information Commissioner.

Personal ICT Devices

Hungarian Community School, Adelaide Inc. requires staff and students to bring their own device to school. Hungarian Community School, Adelaide Inc. will not take responsibility for any damage, theft or lost devices. Devices are not permitted to be used during break times and must be securely stored. Devices may or may not be required on excursions. Any device used at Hungarian Community School, Adelaide Inc. may be subjected to an inspection by the school Principal.

Online incidents of inappropriate behaviour affecting students

An incident of concern may involve a single activity or a series of incidents. Hungarian Community School, Adelaide Inc. has a duty of care to keep all students safe including during online learning activities. An incident where a student has been exposed to inappropriate behaviour online may cause the student(s) distress, psychological or emotional harm.

Inappropriate content for students includes, but not limited to:

- Words or images that personally attack or defame an individual
- Content that threatens, harasses, discriminates, menaces or causes offence
- A fake social media profile of an individual or school
- Any images, photographs, videos, animations, depictions of nudity, pornography or child abuse
- Any images, photographs, videos, animations, depictions of violence that is real or simulated including domestic violence,
- Content that is illegal, gives instructions of illegal activity or advocates terrorists activities
- Content that is obscene
- Content that depicts the promotion, or use of drugs and/or alcohol
- Material that is harmful to students under the age of 18



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In the event that a student at Hungarian Community School, Adelaide Inc. has been exposed to or engaged in inappropriate behaviour online, the school will take the following actions:

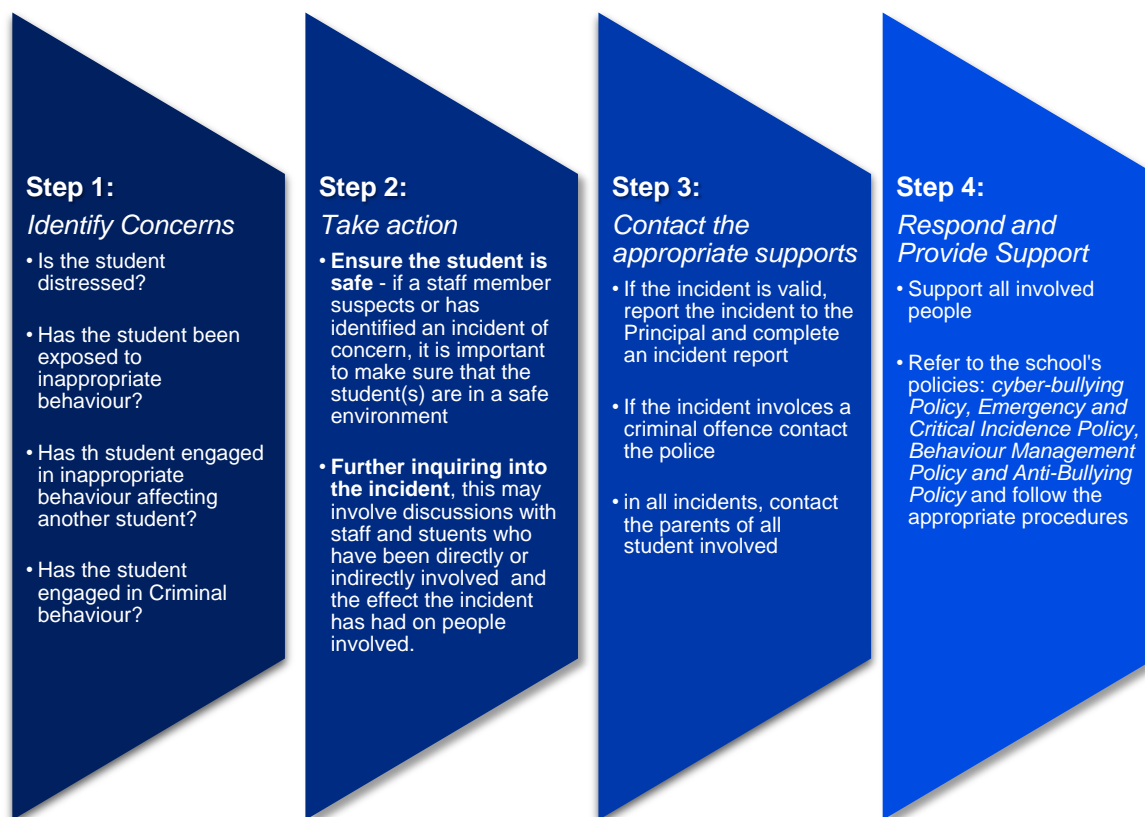


Figure 1: Responding to Online incidents of inappropriate behaviour affecting students

It is the responsibility of the teacher or Volunteer to:

- Record the incident, if possible, taking screenshots of the inappropriate material, witness accounts and observations, including date, time, location and who was involved
 - The Teacher and/or Principal will then follow the procedures for managing behaviours as outlined in the Hungarian Community School, Adelaide Inc.'s Behaviour Management Policy
- Record the process taken to resolve the incident including steps taken to remove the inappropriate material, mediation attempts, discussions with students and parents, consequences used for students who were instigators



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Removing inappropriate content

Hungarian Community School, Adelaide Inc. will take the following measures in the event that inappropriate material has been identified:

- If the person responsible for publishing the inappropriate content is known, that person will be asked to remove and delete the content from all sources.
- If the person responsible for publishing the inappropriate content is NOT known then Hungarian Community School, Adelaide Inc. will:
 - Refer to the term and conditions of individual social media platforms (see the table below for more details).
 - Inform parents of the incident
 - If required, to call police
-

Social Media Platform	Process	Link
Facebook	Use the report link near the post, photo or comment to report the inappropriate content to Facebook	https://www.facebook.com/help/263149623790594/
Instagram	Tap report and follow the instructions	https://help.instagram.com/165828726894770/ Use this link if you do not have an Instagram account: https://help.instagram.com/contact/383679321740945
Twitter	Tap the more icon then select report and click it's abusive or harmful. Follow the instructions to provide more details	https://support.twitter.com/articles/20169998
Snapchat	Block or delete the user by tapping the gear near the screen and either block or delete	https://support.snapchat.com/en-US
Pinterest	Click on the pin and click report, select the reason for reporting. Follow the instructions to provide more details.	https://help.pinterest.com/en/articles/report-something-pinterest#Web

Table 1: How to report inappropriate content or material on various social media platforms

Reporting inappropriate online content

Hungarian Community School, Adelaide Inc. will adhere to provisions for making complaints about a child that has received cyber-bullying material as outlined in The Enhancing Online Safety for Children Act 2015. Hungarian Community School, Adelaide Inc. will report offensive or illegal content to the Officer of the Children's eSafety Commissioner if the student, teacher or Principal has reason to believe that a student enrolled at Hungarian Community School, Adelaide Inc. was "or is the target of cyber-bullying material that has



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been, or is being, provided on a particular social media service or relevant electronic service, the child may make a complaint to the Commissioner about the matter.” (Australian Government, 2016, p. 14.) Hungarian Community School, Adelaide Inc. will report offensive or illegal content to the Office of the Children’s eSafety Commissioner at <https://www.esafety.gov.au/complaints-and-reporting/offensive-and-illegal-content-complaints/report-offensive-or-illegal-content>.

Any complaint made to The Children’s eSafety Commissioner must be made within a reasonable time and must be accompanied by evidence. Evidence could include a receipt from a social media service that the issue has been reported. Alternatively if no receipt is provided by the social media service, a screen shot of the inappropriate or offensive material or a statutory declaration.

Hungarian Community School, Adelaide Inc. will ensure that students who have received cyber-bullying, offensive, obscene or inappropriate material will be provided with the contact details of services including Kids Helpline via the website at <https://kidshelpline.com.au> or phone 1800 55 1800.

After an incident has occurred, the Hungarian Community School, Adelaide Inc. will review the Cyber-bullying Policy and update any procedures accordingly.

Cyber Safety User Agreement

Hungarian Community School, Adelaide Inc. requires all students to sign and return a cyber-safety agreement. Hungarian Community School, Adelaide Inc. has developed age appropriate agreements that uses language that students should be able to understand.

Responsibilities:

It is the responsibility of the Principal to ensure that:

- all virus protections software is up-to-date
- students are aware of safe practices when using ICTs
- all students enrolled at Hungarian Community School, Adelaide Inc. have signed and returned the Cyber-Safety User agreement.
- Any report made to the eSafety Commissioner is made within a reasonable time and provide any necessary evidence.
- Students are referred to services that can help with the aftermath

Other Relevant Documents

Facebook (2017) Safety Resources

<https://www.facebook.com/help/www/748040478549007/>

Office of the Children’s eSafety Commissioner Report offensive or illegal content

<https://www.esafety.gov.au/complaints-and-reporting/offensive-and-illegal-content-complaints/report-offensive-or-illegal-content>



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Office of the Children's eSafety Commission Report Cyber-Bullying

<https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/i-want-to-report-cyberbullying>

The Australian Government Office of the Australian Information Commissioner. The Privacy Complaint Checker. <https://www.oaic.gov.au/individuals/privacy-complaint-checker/>

The Australian Government Federal Register of Legislation (11 July 2016). Enhancing Online Safety for Children Act 2015. <https://www.legislation.gov.au/Details/C2016C00781>

The Australian Government The Office of the Children's eSafety Commissioner. Digital Citizenship. <https://esafety.gov.au/education-resources/classroom-resources/digital-citizenship>



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CYBER-SAFETY AND USE OF INFORMATION & COMMUNICATION TECHNOLOGIES

To assist Hungarian Community School, Adelaide Inc. enhance learning through the safe use of information and communication technologies (ICT), we are now asking you to carefully read the attached information about cyber-safety and acceptable use of ICT equipment and devices.

The information outlines your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment. Once the signed agreement has been returned to school, students will be able to use the school ICT equipment.

Material sent and received may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made Hungarian Community School, Adelaide Inc. to prevent children's exposure to inappropriate content, it is not possible to completely eliminate the risk of such exposure. In particular, Hungarian Community School, Adelaide Inc. cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. Hungarian Community School, Adelaide Inc. recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of:

- the Australian Communications and Media Authority at <http://www.acma.gov.au>
- NetAlert at <http://www.netalert.gov.au>
- the Kids Helpline at <http://www.kidshelp.com.au>
- Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the Principal if you have any concerns about your child's safety in using the Internet and ICT equipment/devices. Contact details can be found on our School's website.



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Cyber-Safety Primary School User Agreement

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at Hungarian Community School, Adelaide Inc. and after formal school hours.

Strategies to help keep students at Hungarian Community School, Adelaide Inc. Cyber-safe

1. I will use the computers and other ICT equipment at school only for my learning and only with my teacher's permission.
2. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
3. If there is something I am not sure about, I will ask my teacher.
4. I will use the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes. Therefore, I will not be mean, rude or unkind to or about other people.
5. I will keep my password private.
6. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will not show others, turn off the screen and call a teacher straight away.
7. Only with permission from home and the teacher will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, iPads, games, cameras, and USB/portable drives.
8. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
 - my full name, my address and my phone number
 - my e-mail address
 - photos of me and/or people close to me.
9. I will be careful and will look after all our school ICT equipment by:
 - not being silly and playing around with it
 - following our school cyber-safety strategies
 - telling a teacher about anything wrong or damaged.
10. If I'm not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour.
11. The school cyber-safety strategies apply to any ICT equipment/devices brought to school.
12. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
13. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
 - my full name
 - my address
 - my e-mail address
 - my phone numbers
 - photos of me and/or people close to me.



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14. I will respect all school ICT equipment and will treat all ICT equipment/devices with care.

This includes:

- not intentionally disrupting the smooth running of any school ICT systems
- not attempting to hack or gain unauthorised access to any system
- following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
- reporting any breakages/damage to a staff member.

15. If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

Child's Name: _____

Child's Signature: _____

Date: _____

Cyber-Safety User Agreement **I understand that Hungarian Community School, Adelaide Inc. will:**

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school, or at school related activities
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through the Use Agreement initiative
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers or children about cyber-safety issues.

Parents responsibilities include:

- discussing the information about cyber-safety with my child and explaining why it is important
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the Principal to discuss any questions I may have about cyber-safety and/or this Use Agreement.



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Acceptable Use of ICT Equipment and Devices Agreement

Electronic equipment, including computers and other devices are to be used for the purposes of educational research and learning.

Parent/Caregiver Agreement:

If parents allow their children to bring personal ICT equipment or devices to Hungarian Community School, Adelaide Inc. the following applies:

1. I understand and agree that Hungarian Community School, Adelaide Inc. takes no responsibility for personal computers, phones or other digital devices other than to provide connectivity to approved users.
2. Repairs, configuration, software installation and maintenance of personal devices are the responsibility of the owner.
3. No responsibility can be attributed to the Hungarian Community School, Adelaide Inc. for damage or loss of personal devices or data contained therein.
4. Mobile phones/devices will be switched off and kept out of sight during lesson time unless authorised by a teacher.
5. I will scan each mass storage device for viruses before allowing my child to bring it to Hungarian Community School, Adelaide Inc.'s classes.
6. Plagiarism is unacceptable. Therefore, I will use downloaded material in an appropriate manner in assignments, listing its source in a bibliography and clearly specifying any directly quoted material.

For the Student: My responsibilities include...

- reading this Cyber-safety Use Agreement carefully
- following the cyber-safety strategies and instructions whenever I use the school's ICTs
- following the cyber-safety strategies whenever I use privately-owned ICT devices on the school site or at any school related activity, regardless of its location
- avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- taking proper care of school ICT equipment/devices. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, I and/or my family may have responsibility for the cost of repairs or replacement
- keeping this document somewhere safe so I can refer to it in the future
- asking my class teacher if I am not sure about anything to do with this agreement.

Parent's Name: _____

Parent's Signature: _____

Date _____