LAVINGTON EAST PUBLIC SCHOOL

P.O. Box 969   Phone: 02 60 251157
518 Daly Street   Fax: 02 60 402332
LAVINGTON NSW 2641   Email: lavingtone-p.school@det.nsw.edu.au

Appendix 1- Anti- Cyberbullying Policy

Lavington East Public School - Anti-Cyberbullying Policy

Definition:

> *"Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through text or images posted using information and communication technologies. Depending upon the nature of the material posted or transmitted, people who engage in cyberbullying may commit criminal offences"* (NSW DEC, 2011a).

Context:

Lavington East Public School rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments. Students and staff maybe become the target of cyberbullying. It can happen in school, or out of it, any hour of the day, from known people or sometimes by unknown people.

It is difficult to know exactly how many students are cyberbullied, because they are less likely to report it, and it is usually not something parents and teachers can see (it is covert).

Students also do not refer to it as cyberbullying – they are more likely to talk about specific behaviours e.g., texting, flaming and happy slapping.

About 10 per cent of children report that they are being cyberbullied, and that increases proportionately with age (and access to mobile phones and social media sites).

"Each day in Australia 100,000 kids report that they are bullied at lunchtime or recess. (That's enough children to fill the Melbourne Cricket Ground)" (NSW DEC, 2011f).

Students at our school are supported by:

1. **Teachers:**
   a. All teaching personnel
   Students in our school are encouraged to speak to a teacher as soon as they have become aware of any incident which has upset them or others, or has the potential to upset them.

2. **School Counsellor:**
   Our school students have access to our school counsellor by the referral from others e.g. Principal, staff members, friends or family members. School counsellors may be able to support students to build resilience and develop strategies to minimise bullying.

3. **Other Students:**
   a. The SRC
   b. Friends

4. **Executive Staff:**
   a. Assistant Principals

5. **Principal:**

6. **Administrative Staff and Learning Support Officers:**
   These staff are often the first to see distress when students report to the sick bay.

Responsibilities
Principals:
1. Inform students, parents and teachers of this policy's existence.
2. Provide students access to online services.
3. Advise parents that while the NSW DEC will make every reasonable effort to provide a safe and secure online learning experience for students when using the NSW DEC online services, it is not possible to guarantee that students will not be exposed to inappropriate material.
4. Advise parents that any Internet browsing by their child at home or from other non-school locations, should be monitored by the families.
5. Approve materials planned for publication on the Internet or intranets and verify appropriate copyright and privacy clearance.

Teachers:
1. Provide appropriate supervision for students using the Internet and other online services at school.
2. Utilise resources to plan and teach appropriate lessons regarding digital citizenship and cyberbullying.
3. Issue and maintain student passwords in a confidential and secure manner, with additional consideration and provision given to early primary students and students with special needs.

Outcomes:
- All students and staff at our school feel safe and valued.
- All school community members are aware of the responsibilities of being a good digital citizen.
- The school community is aware of procedures to be followed if cyberbullying occurs.

Monitoring, Evaluation and Reporting:
The annual completion of the Cyberbullying Audit Tool will support the review process for this policy.

Professional Development Structures:
Induction Program: as per individual school

Peer Mentoring: as per individual school

Attendance at courses and reporting activities to other staff: as per individual school

Reporting Recommendations:
Students:
- All students are encouraged to speak to staff members as soon as a cyberbullying incident becomes evident.

Staff:
- Behaviour reporting sheet is redesigned to reflect reporting of cyberbullying.
- Staff welfare practices reflect responses to all forms of bullying.

Executive Staff:
- Procedures are developed to report incidences to students, families, staff and the principal.
- Practices are developed to monitor incorporation of cyberbullying aspects in the school curriculum.

Parents/ Carers:
- Parents and carers contact the school to make a mutually convenient appointment with the relevant staff/ staff members as soon as possible.

Accessing help and support:
Students, parents and carers are encouraged to seek help by discussing issues with class teacher, assistant principal and/or principal.

Intervention:
Students are encouraged to:
- Follow our school Student Social Media Code of Conduct.
- Actively participate in class activities designed to reduce bullying activities and the building of strategies designed to prevent this.
- Tell! Keeping information to themselves limits the responses that schools can make.

Parents and carers are encouraged to:
- Speak to school staff as soon as possible following any incidents where the safety and wellbeing of their child/ children are endangered.
- Model cybersafety at home with their children and ensure online community and social networking site account rules are followed.
- Discuss cybersafety with their children.

Teacher intervention procedures:
- Teachers regularly incorporate cybersafety and social media activities into classroom activities.
- Encourage good practice and model good digital citizenship.

Appendix 2- Student Forms

Lavington East Public School
Student Social Media Rules of Engagement

If you are unsure about what the following means ask your teacher or parent to explain.

Safety and ethical guidelines for communicating online include:

- ✖ Avoid using your real name.
    - ✔ Instead, choose a nickname or **alias**.
- ✖ Never divulge personal information — yours or others. For example, do not use last names, or give addresses or school names.
    - ✔ Consider the audience and what you want them to read or see.
- ✖ Never post images of others (for example a school concert or excursion) without approval.
    - ✔ Consider privacy (yours and others). Always get permission from those included and their parent.
- ✖ Do not post or upload media that may be copyright restricted.
    - ✔ Consider copyright before you post media such as text, photographs, images, video and music. Ask your teacher if you are unsure.
    - ✔ Consider embedding or linking to media if you are unsure of copyright permissions.
    - ✔ Use original material that you have created.
- ✖ Do not post any hurtful comments or images of others – posted comments or images may still be accessible in cyberspace.
    - ✔ Be thoughtful of the feelings of others.
- ✖ Do not deliberately look for inappropriate websites.

You will be held responsible for your actions while using technology within the school and also outside if someone is upset by what you have written, posted or communicated.
You will also be held responsible for anyone who breaks the Lavington East Public School Cyber Safety Code of Conduct while logged on to your e-learning account.

Misuse of internet and online communication services and breaches of the Lavington East Public School Code of Conduct User Charter may result in disciplinary action which includes, but is not limited to:
- ■ the loss of access to email and/or internet services
- ■ loss of computer rights until you prove you are trustworthy
- ■ other school fair discipline processes such as suspension

Appendix 3- Student Forms

Lavington East Public School
Student Social Media Code of Conduct

As a student at Lavington East Public School I agree to:

1. Remember that I am a representative of our school, and that my behaviour should always reflect the standards of our school.

2. Use appropriate and acceptable language when communicating with others, both online and offline.

3. Electronically publish or distribute content I am proud of which will not upset others, inside or outside of our school.

4. Protect my privacy and the privacy of others by not revealing passwords, addresses, or other personal information without seeking the guidance of a parent or teacher.

5. Protect the privacy of others by not taking or using photographs, videos or any other audio recordings of staff or other students.

6. **Publish my own work or acknowledge where I found research and media content.**

7. Demonstrate fairness, respect, integrity, and responsibility at all times.

    I understand that if I choose not to follow these guidelines that the school will apply consequences which may include, but are not limited to: Loss of technology access, parent/carer communication, and suspension from school.

Name: _____

Signed: _____   Date: _____

Appendix 4-

Lavington East Public School
NSW DEC Staff Social Media Rules of Engagement

a.   Know and follow relevant policies including the Code of Conduct

b.   Be aware when you mix your work and personal lives – the general public consider us 'the voice' of the department 24/7. Represent us well.

c.   Be transparent and identify yourself when discussing department-related topics or issues – use your real name, tell people you work for us and be clear that you are giving your personal opinion.

d.   Consider what you say before you say it – it'll be on the web for a long time!

e.   Be original and respect copyright.

f.   Use discretion. Take care not to publish information that should not be made public. If you aren't 100% sure, seek advice.

g.   Play fair, be polite, be considerate – don't pick fights or engage in them, remember what you say will be public for a long time.

h.   Stick to your area of expertise and talk about what you know.

i.   It's a conversation so be human – use your own voice and bring your personality into the conversation. It makes it more interesting!

j.   Admit your mistakes – we all make them so when you do, be quick to admit and correct them.

k.   Make sure your personal online activities don't interfere with your job performance.

l.   If it's official NSW DEC communication, be dedicated, be constant – get permission, listen, plan, contribute regularly and keep listening.

(NSW DEC, 2011i)

Appendix 5-

Lavington East Public School
Staff Social Media Code of Conduct

As a staff member of Lavington East Public School I agree to:

1. Always follow relevant department policies including the Code of Conduct.

2. Be honest and act lawfully when using social media, including not breaching copyright.

3. Ensure that my personal online activities do not interfere with the performance of my job.

4. Be transparent and identify myself when discussing department-related topics or issues.

5. Clearly state that your views are your own and not necessarily those of the department.

6. Publish only material that is suitable for public viewing and not disclose confidential information obtained through activities relevant to my professional duties.

7. Discuss with my supervisor and have their approval, about Plans for integrating social media activities and how I will manage issues which may arise, prior to commencement of activities.

8. Promote or list personal accounts unless approved by the Director, Corporate Communication.

9. Demonstrate NSW public education values (fairness, respect, integrity, and responsibility).

Name: _____

Signed: _____ **Date**: _____

Appendix 6-

Lavington East Public School
Social Media Application

Name: _____   **Class/Faculty**: _____

Social media type: (e.g. Wiki, Blog, Facebook site, Twitter account, Video and Audio sharing site, Message Board)

_____

_____

Proposed site name:

_____

_____

Purpose:

_____

_____

Target audience (e.g. who will be able to access the site?)

_____

_____

_____

How will the site be monitored and moderated?

_____

_____

_____

I have read and understand 'Staff Rules of Engagement'   YES / NO

https://detwww.det.nsw.edu.au/deptresources/templates/socialmedia/resources/communication/yr2011/rulesengagement.htm

Staff member: _____

Signed: _____

Date: _____

Supervisor: _____

Signed: _____

Date: _____

Principal: _____

Signed: _____

Date: _____

Appendix 7-

Lavington East Public School
Social Media Monitoring Report

Site Name: _____

Site Type: _____

Staff Member: _____

Date and Time	Comments / Replies	Rating (Positive, Negative or Neutral)

Appendix 8- [Anti-Cyberbullying School Audit Tool](#)

RIVERINA REGION
Anti-Cyberbullying School Audit Tool

	Not evident	Developing	Evident
Leadership commitment to a safe school			
The school leadership takes the responsibility for the development and maintenance of a safe, supportive and respectful learning environment.			
A clear vision for a safe, supportive and respectful school has been communicated to the school community.			
Plans are in place to ensure that the vision is sustainable.			
Staff have a clear understanding of the need to enhance the wellbeing and safety of its students and the actions which need to be taken to achieve this.			
Resources are accessible to staff to develop and maintain a safe and supportive school.			
Data is collected, evaluated and retained about bullying including cyberbullying.			
Key staff have been identified to deal with cyberbullying welfare and preventative measures.			
Supportive and connected school culture			
Students feel connected to our school.			
Explicit cyberbullying activities are taught in each year level annually.			
Positive relationships are maintained throughout the school between students, staff and community members.			
Policy and procedures			
A Cyber Safety Policy has been completed and communicated to the whole school community.			
Procedures are in place for staff dealing with cyberbullying- for recording and reporting.			
All staff are aware of the procedures and practices for dealing with cyberbullying.			
Students are aware of the school 'Student Social Media Code of Conduct' and the 'Student Technology Usage' Policies and the consequences of infractions.			
Clear procedures are in place for students, staff, parents and carers to confidently report cybersafety issues.			

	Not evident	Developing	Evident
Professional Learning			
The school induction procedures for new staff (casual, temporary and permanent) include the student welfare policy and procedures for dealing with cybersafety.			
Opportunities are provided for staff to improve their knowledge and skills.			
Non-teaching and casual staff are included in professional learning opportunities.			
Positive behaviour management			
Decisions about appropriate resources and programs are evidence based.			
Positive student behaviour is promoted and recognised.			
School approaches to student wellbeing are consistent across the school.			
Effective cybersafety activities are utilised in all classrooms annually.			
Engagement, skill development and safe school curriculum			
The school has a strong focus upon student engagement.			
Skills and understandings are taught for countering cyber-harassment, aggression, violence and bullying across all years.			
Personal cybersafety and protective behaviours are taught at appropriate year levels.			
Teachers model cybersafe behaviour across all school and curriculum activities.			
Partnerships with families and community			
The school provides opportunities for parent and carer education around safety and wellbeing.			
The school works with community organisations to maximise its effectiveness and support students and families in the area of safety.			
The school works with the justice system to maximise the safety and wellbeing of its students and staff.			

Adapted from the National Safe Schools Framework (Ministerial Council on Education, Early Childhood Development and Youth Affairs, 2011).

Appendix 9- **Important Contacts**

Australian Federal Police

Ph: 02 9286 4000

NSW DEC Child Wellbeing Unit

Ph: 02 9269 9400

NSW DEC Legal Services Directorate

Ph: 02 9561 8538

NSW Department of Family and Community Services- Child Protection Helpline

Ph: 132 111

School Safety and Response Hotline

Ph: 1300 363 778.