GEELONG GRAMMAR SCHOOL
Staff Cybersafety Guidelines

The foundation for Cybersafety are the values promoted by Gelong Grammar School (the **School**) including respect for self, respect for others in the School community, a commitment to enabling everyone to achieve their personal best in an environment which is physically and emotionally safe and kindness towards all. The School has a fundamental responsibility for student safeguarding and any threat to the safety of a child will be treated seriously as detailed in the Student Safeguarding Policy. Breaches utilizing ICT can undermine the values of the School and the safety of the learning environment.

MONITORING BY THE SCHOOL

1. The School will monitor and regulate network activity and will use appropriate technology to filter material to that which reflects the educational ethos of the School. It is important to remember that what is funny to one user can be objectionable to another. It is best to err on the side of caution when online. Monitoring software retains all historical emails and network access history, and may be used reactively as required.

SECURITY & ACCESS

2. Each user will be provided with a unique id and password for accessing the School's ICT systems. This should be kept confidential and the password changed yearly. Screen locking technology should be used in public areas on all devices including mobile phones.

COMMUNITY SAFETY

3. ICT conduct should respect the rights of all other users, including the right to privacy and the right to a work and home environment free of harassment. Respect for confidentiality, ICT equipment, copyright law and system security are conditions of usage. Particular care should be taken with group emails where the privacy of recipients needs to be protected. In these cases, the use of BCC for individual addresses is compulsory.

4. To the best of their ability, all School Employees are responsible for facilitating an age appropriate environment where student safeguarding and wellbeing online are a focus, and digital literacy guidance is provided with regard using the Internet and ICT.

5. Establishment of private commercial interests is not appropriate on the School network nor the download and installation of software that has not been discussed with the Director | Information Services & Support. For School Employees with School provided mobile phones, usage should be fair and reasonable.

6. All School Employees (including Assistants, Sport Coaches, Tutors etc) must not be a "personal friend" on a Student's social networking page and vice versa. However, School Employees may use a professional account to manage a group page. Use of social media should reflect the ethos of the School.

Any queries should be directed to the Director | Information Services & Support, appropriate Head of Campus, Vice Principal or Executive Director, Safeguarding and Legal Services.