GEELONG GRAMMAR SCHOOL

Student Cybersafety Policy

1. Purpose and Scope

1.1 The School has a duty to provide digital systems and an online environment that promotes safety and wellbeing while minimising the opportunity for Students to be harmed. The purpose of this Policy is to enable Students to be safeguarded from risks on digital systems and in online environments in an age-appropriate way and to enable the safe use of digital devices, digital systems and the online environment by Students.

1.2 The School has a duty to ensure digital learning and electronic communication is conducted in a safe and responsible manner by Students. School Employees must support the use of digital systems and online environments for an educational purpose, appropriate to the learning objectives of Students and balanced with other learning environments. The School acknowledges it has a responsibility to educate Students about responsible electronic communication and online behaviour and seeks to develop and inform a cybersafety culture which meets the School's Student Behaviour Rules, Student Anti-Bullying Policy and legal and regulatory requirements.

1.3 Students who use a digital device issued by the School or the School's digital systems and online environment are required to comply with this Policy. Failure to observe and abide by this Policy may be a breach of the Student Behaviour Rules and result in disciplinary action.

1.4 This Policy applies to the use of the School's digital devices, digital systems and online environment during and outside of ordinary School hours and regardless of whether the use occurs on a School campus, at a School-related activity or otherwise and by use of School digital device or otherwise.

2. Student Use of School's Digital Devices, Digital Systems and Online Environment

2.1 Students are permitted to use the School's digital devices, digital systems and online environment for educational purposes and for reasonable personal use.

3. Unacceptable Use of School's Digital Devices, Digital Systems and Online Environment

3.1 Students must not use the School's digital devices, digital systems and online environment for purposes which may be in breach of the Student Behaviour Rules, the Student Anti-Bullying Policy, any behavioural expectations or direction of the School, or any other policy or procedure of the School.

3.2 Unacceptable Use includes, but is not limited to, any conduct that:

3.2.1 violates or infringes the rights of any other person, including the right to privacy;

3.2.2 facilitates behaviour which is either unacceptable or inappropriate in the School environment or illegal;

3.2.3 upsets, harasses, stalks or harms any person (inside or outside of the School);

3.2.4 initiates access to objectionable, inappropriate or illegal material;

3.2.5 initiates access to material which contains actual or potentially defamatory, false, inaccurate, abusive, obscene, violent, pornographic, profane, sexually explicit, sexually oriented, threatening, racially offensive, misogynistic or otherwise biased, discriminatory or illegal or any other objectionable or inappropriate material;

3.2.6 broadcasts unsolicited personal views on any matter;

3.2.7 places images of a Student on the School's network without the Student's permission whether or not the identity of the Student is identifiable;

3.2.8 fails to use the School's Digital Systems and Online Environment in a manner which safeguards from computer virus or deliberate infection by computer virus;

3.2.9 attempts to or actually accesses personal data by using or attempting to use a password or a device not specifically allocated to the Student;

3.2.10 involves beaches of copyright laws, or plagiarism;

3.2.11 attempts to or actually breached security and infrastructure that is in place to protect user safety and privacy (whether at the School or elsewhere);

3.2.12 propagates chain emails or uses groups or lists inappropriately to disseminate information;

3.2.13 results in unauthorised external access to the School's Digital Systems and Online Environment;

3.2.14 inhibits another Student or School Employee's ability to perform their duties or undertake their education or the delivery thereof productively and without unnecessary interruption;

3.2.15 involves the unauthorised installation and/or downloading of non-School endorsed software.

3.2.16 offends or potentially offends the philosophy and values of the School;

3.2.17 involves malicious activity resulting in damage to School digital devices, digital systems or online environment ; or

3.2.18 Breaches any other School Policy or Procedure.

4. Mobile Telephone Use

4.1 To avoid doubt, this Policy applies to all digital, electronic and communication devices including mobile telephones.

4.2 Mobile telephones must not be used for any unacceptable use as detailed in Clause 3. Specifically, mobile telephones must not be used for purposes which upset or harass Students, School Employees or members of the School Community or for inappropriate texts, emails, surveillance, audio recordings, web browsing, images or any other functions.

5. Social Media Use

5.1 When using Social Media, Students must not post or link to any information or material that is:

5.1.1 confidential or proprietary information relating to the School or its Students; or

5.1.2 actual or potentially defamatory, false, inaccurate, abusive, obscene, violent, pornographic, profane, sexually explicit, sexually oriented, threatening, racially offensive, misogynistic or otherwise biased, discriminatory or illegal or any other objectionable or inappropriate material.

6. Passwords

6.1 Students must keep passwords confidential and not share them with anyone else.

6.2 Students must not allow another person access to any digital device or account logged in using their School credentials. Material accessed on a Student account is the responsibility of that Student, regardless of whether the Student gave their login detail to any other person.

7. Accidental Access to Unauthorised Materials

7.1 In the event of accidental or unauthorised access of any material, a Student must:

7.1.1 not show others;

7.1.2 cease the access and viewing of the material; and

7.1.3 report the incident to a School Employee.

8. School Monitoring and Action

8.1 The School has the capacity to monitor and control its digital systems and online environment and monitors individual Student usage of its digital systems and online environment and will report and action any misconduct or prohibited use by Students.

8.2 School Employees may at any time to check work or data on the School's digital devices, digital systems and online environment without obtaining prior consent from the relevant Student. For example, School Employees may at any time check Student email usage, content, search history, chats or work.

8.3 The School will monitor and control network activity and uses appropriate devices and software to filter or screen material.

8.4 Any breach of this Policy, whether inadvertent or deliberate, may result in disciplinary action against the relevant Student, which may include suspension or expulsion from the School.

9. Policy Review

9.1 The School reserves the right to change or modify this Policy at any time and will communicate this to Students and the broader School community.

10. Associated Documents

10.1Student Cybersafety Guidelines; and

10.2Student Behaviour Rules.

11. Definitions

Boarding premises	Means the School's Corio Campus Boarding Houses and Timbertop Campus Boarding Units
Digital Equipment	means but is not limited to computers (such as desktops, laptops\notebooks, iPad, tablets PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players, external hard drives), cameras (such as video, digital, webcams), all types of mobile telephones, video and audio players/receivers (such as portable CD and DVD players), and any other, similar technologies as may come into use
Digital Systems and Online Environment	means the School digital information and communication technology equipment, devices and networks
Electronic communication	means but is not limited to, communication made by using digital systems such as Internet, Intranet, Email, Social Media, mobile telephones and related applications
the School	means Geelong Grammar School including its registered boarding premises
School Employee	means for the purposes of this Policy an employee of the School
Student	means any child enrolled at the School, whether or not they are over 18 years of age

12. Review And Circulation

Responsible Department:	☒ Safeguarding and Legal Services ☒ ISAS
Version:	4
Approved by:	☒ Executive Director | Safeguarding and Legal Services Team
Most Recent Review Date:	25 May 2024
Next Review Date:	25 May 2025
Location:	☒ School wide
Audience:	☒ School Community ☒ Students ☒ Parents ☒ School Employees