CYBER CITIZENSHIP POLICY 2022

1.BACKOUND

Rapid growth and innovation of the technologies we use is today a fact of life. In a world that is becoming more connected and more social, this advancement is having a profound impact on people's lives – from the way they share, to how they learn. Nowhere is this shift clearer than in schools. Social networking can have a productive function in education. When confrontations arise, social networks empower individuals to raise issues and address them together. The transparency enabled by social media can also create positive social norms that impact students online and offline.

However, with the opportunity afforded by exciting new technologies comes a new responsibility for individuals to learn how to use them safely. School staff are on the front lines, helping students navigate this new and changing world. They play a vital role in helping students learn to make safe, smart and responsible choices online. Whether helping students understand the impact of sharing personal information or addressing incidents of bullying, our school is helping to create a new generation of 'digital citizens'.

As adapted from information sourced from 'iKeepSafe' and the 'American School Counselor Association'

2.0   RIGHTS AND RESPONSIBILITIES OF ALL MEMBERS OF THE SCHOOL COMMUNITY

At West Balcatta Primary School, we strongly believe that everyone in our school community has the right to be respected, the right to be treated fairly and the right to feel safe. Students in particular have the right to think, learn and play without fear or prejudice.

Specific Responsibilities in Managing Cyber Safety

2.1   Parent Responsibilities
- Inform teachers of home circumstances which may affect their child's online behaviour prior to them becoming a major concern
- Inform teachers of any issues regarding their child's behaviour and where possible provide physical evidence
- Understand that students must take responsibility for their actions
- Offer assistance and support, and reinforce the school's Student Behaviour and Cyber Citizenship Policies

- Facilitate positive behaviour by talking with children about the school's Cyber Citizenship Policy, supervising, modelling positive online behaviours and being involved in technology use
- Read, sign and discuss with your child the various agreements and contracts regarding ICT.

2.2 Student Responsibilities
- Take responsibility for their actions
- Follow the school's Code of Conduct (Appendix A)
- Demonstrate respect for themselves by not sharing private information, passwords and/or images
- Demonstrate respect for others and appropriate netiquette, this includes not being a bystander if an instance occurs
- Be aware of and follow social networking rules and regulations, e.g. age restrictions
- Inform parents if they have breached or witnessed a breach of rights and responsibilities
- Read, sign and adhere to relevant agreements and contracts the school has relating to the use of ICT
- Inform a responsible adult if they are concerned about another student's online behaviour or well-being.

2.3 Staff Responsibilities
- Staff members to pass on relevant information to Deputy Principal as encountered
- Teach skills to manage cyber safety, cyber bullying and netiquette
- Role-model appropriate online behaviour, language and actions
- Be consistent and proactive in the application of the school's Code of Conduct and Cyber Citizenship Policy
- Develop and maintain a safe and positive classroom environment
- Set up individual class rules and responsibilities
- Recognise and reward positive online behaviour
- Keep parents informed of both positive and negative online behaviour as well as issues and concerns
- At Parent/Teacher Information Meetings of BYOD classes (beginning of the year), ensure parents are issued with a Code of Conduct and Cyber Citizenship Policy Brief
- Contact parents when/if necessary.

2.4 Administrator Responsibilities
- Provide information and tips to students and parents on a regular, ongoing basis
- Offer support to staff, students and parents
- Inform relevant staff of specific circumstances regarding children if and when applicable
- Be available for both negative and positive reinforcement
- Be available to visit and take part in class activities
- Investigate outside support for teachers
- Be present at interviews/case conferences if applicable
- Report incidents to relevant authorities as necessary.

3.0   ACHIEVING A SUPPORTIVE CULTURE AND POSITIVE LEARNING ENVIRONMENT

At West Balcatta Primary School, we use a range of strategies to establish and maintain a supportive culture and positive learning environment, teach and encourage pro-social behaviour, improve student wellbeing and reinforce positive student behaviour. They include:

3.1   *Whole School Strategies*
- Ensure cyber citizenship tips & information are regularly communicated
- Display interesting, stimulating and relevant posters regarding cyber citizenship e.g. On the Parliament Board

4.0   BREACHES OF DISCIPLINE

4.1   *West Balcatta PS – Breach of Discipline*
A **Breach of School Discipline** is any act or omission that impairs the good order and proper management of the school. A breach is a behaviour or activity which disregards our Code of Conduct. With regards to Cyber Citizenship, this can include students who:
- Give out personal information including names, addresses, passwords, photographs, credit card details and telephone numbers of themselves or others
- Use inappropriate language, images or videos when using emails, journals, wikis, blogs, or any other forms of communication
- Threaten, intimidate, defame, harass or annoy others; including the sharing of negative information (true or untrue) about someone
- Create or send discourteous or abusive content, particularly those that may be hateful, derogatory, violent, sexual, racist or sexist
- Make uninvited phone calls or send uninvited messages, images, sounds or music
- Intentionally send spam or viruses
- Create a false identity or take on someone else's identity or password; including 'hacking' someone's account or misusing someone else's device
- Be a bystander when others are being targeted.

> **It is a criminal offence to use a phone, mobile phone or the internet to threaten, harass or offend another person.**
> As such, individuals and schools may consider it appropriate to involve the Police in cases of persistent inappropriate cyber behaviour.

5.0   RESPONDING TO BREACHES OF DISCIPLINE

5.1   *Responding to Breaches*
Upon being informed of a cyber incident,
1. The staff member will complete a Cyber Incident Report located in Appendix C, with as many details as possible. They will ask the party/parties involved to provide evidence where possible.
2. The staff member in consultation with the Deputy Principal will determine students who are involved, and ensures each student completes a Cyber Reflection (Appendix D), if appropriate to the student.

3. The Deputy Principal will investigate and counsel students and informs the parents of all students (including the targeted students, the aggressor and bystanders) of the incident.
4. Families may be issued with a Cyber Citizenship Package to be completed and returned as requested:
   - Technology Tips for Parents *(Read and Sign)* Appendix D
   - Technology Tips for Students *(Read and Sign)* Appendix E
   - Cyber Citizenship Policy Brief

6.0 PROCEDURES RELATING TO SPECIFIC TECHNOLOGIES

6.1 *Digital Device (e.g. Smart Phone, Smart Watch etc.) Management*

Digital devices are a feature of our society today across all ages and social groups. Our school has established protocols for appropriate use and management of students' devices. While it is understandable that some parents provide mobile phones to their children for safety and other reasons, we must protect the safety and privacy of all students and staff in our school. Student use of digital cameras on any device (still and video) to record others is an invasion of privacy and is not allowed.

Strategies
- Students are discouraged from bringing mobile phones to school and are only permitted if it is a required safety measure for travel to and from school.
- Students may not use mobile phones on school property. If brought to school, mobiles need to be switched off and secured in the office or with the class teacher upon the student's arrival at school. No responsibility will be taken by the school for loss, theft or damage to these items.
- In case of an emergency, students will always have access to a telephone at the office.

Consequences
- If a student is found with a mobile phone or other digital device, they will be confiscated from the student for the rest of the day and only returned to a parent/caregiver. If they are found with a mobile phone or other digital device again, they may be entered into the Red Folder.
- If a student is found using a phone or other digital device, they will be entered into the Red Folder.

6.2 *Use of Internet at School*

Upon enrolment parents/students are required to read and complete the Online Services Acceptable Use Agreement (Appendix H or I). If this agreement is not completed, the student will be denied access to the internet at school.

6.3 *BYOD Program*

Upon enrolment into classes which are Bring Your Own Device (BYOD), parents/students are required to read and complete the PMLD Agreement for BYOD Program (Appendix J). If the agreement and/or contract is/are not completed, the student will be denied any access to BYOY Program.

7.0   REVIEW OF POLICY

This policy is due to be reviewed mid 2024.

8.0   APPENDICES

Appendix A Code of Conduct
Appendix B Cyber Incident Report (Staff) – Copy on Light Blue Paper
Appendix C Cyber Reflection – Copy on Light Blue Paper
Appendix D Technology Tips for Parents – Read and Sign – Copy on Light Green Paper
Appendix E Technology Tips for Students – Read and Sign – Copy on Light Green Paper
Appendix F Online Service for Students (Information for Parents) – Copy on White Paper
Appendix G Student Permission for an Online Services Account – Copy on White Paper
Appendix H Online Services Acceptable Use Agreement (K - Year 2) – Copy on White Paper
Appendix I Online Services Acceptable Use Agreement (Year 3 - 6) – Copy on White Paper
Appendix J PMLD Agreement for BYOD Program – Copy on White Paper
Appendix K Permission to Publish Student Images/Work for School Purposes – Copy on White Paper

West Balcatta Primary School
CODE OF CONDUCT

1. We respect and are responsible for ourselves

- We wear our uniforms with pride and our hats outside

- We learn and play safely

2. We respect others

- We speak politely and use manners

- We are kind and considerate to others

- We follow the instructions of staff at all times

3. We respect the environment

- We eat and play in the right areas and walk on hard surfaces

- We put our rubbish in bins

- We look after property belonging to ourselves, others and the school

Department of
Education

Cyber Incident Report
(Staff)

Teacher completing form: _____   Date: _____

Person reporting incident: _____   TA: _____

Students Involved:

Targeted Student/s (T)	Perceived Aggressor/s (A)	Bystander/s (B)

Date/ Time	Incident Details

Steps taken to resolve Incident

Parents contacted:

Parent Name	Child's Name	Role T/A/B	Comments

☐ Students have filled out reflection sheet

☐ All students have been counselled

☐ Evidence has been collected

☐ Copies placed in green Student Records

Signature:_____   Date: _____

Cyber Reflection

Name: _____ TA: _____ Date: _____

Who was involved?

Date/ Time	Describe the Incident *Include: What happened, why you think it happened, what you saw others do and exactly what you did.*

Who do you think were the target(s), aggressor(s), bystander(s) in the incident?

Target(s)	Perceived Aggressor(s)	Bystander(s)

Student's Signature: _____

Deputy's Signature: _____ Date Received: _____

Technology Tips for Parents

The following tips will help your family manage the use of technology and the internet, and help develop positive cyber citizenship. Please read and discuss with your child(ren):

Guide to Online Safety

- Remember that even when children seem to have good technical knowledge, their online behaviour still requires parental monitoring and guidance.
- Spend time online with your child – using the internet can be a fun family activity.
- Encourage your child to use digital devices in a shared or visible place in the home.
- Help your child use the internet as an effective research tool and teach them that information on the internet is not always reliable.
- Teach your child positive online etiquette. Encourage them to treat others online in the same way as they would like to be treated.
- Set rules – make sure your child knows what information they can share by phone or post online and which websites they can visit.

Say NO to Cyber Bullying

- Talk to your child about cyber bullying before it happens. Work out strategies to address cyber bullying that you are both comfortable with, so your child knows what to expect if they do report their concerns to you.
- Establish one or two other trusted adults your child is comfortable to approach about their concerns.

- Be aware of what your child is doing online and explore it with them.
- Keep the lines of communication open so your child will be comfortable to talk to you if something is worrying them. Help your child to develop the skills they need to interact safely and respectfully online. Guide their online activities and help them to learn to communicate appropriately with friends and family.
- Discuss the kinds of sites that are okay to explore and those that are not, and have clear rules about online activities.
- Help your child to block anyone who sends offensive content. Most social networking services allow users to block and report someone who is behaving badly.

Dealing with Offensive Content

- Warn your child about the consequences of accessing inappropriate content.
- Consider using restrictions, filters and/or safe zones to help manage your child's online access.
- Remind your child not to open spam email, or click on pop-ups, prize offers or unfamiliar hyperlinks in websites.
- Help your child use search engines to locate websites.

- Develop a list of favourites for younger children.

Socialising on the Internet
- Set up your own social networking account, ask to join your child's 'friends' list and see for yourself what they're doing. It can be a fun experience for you too.
- Check the age guidelines of any site, app or game your child might want to engage in.
- Help your child to set up their profile to make sure that they don't put too much personal information online. Help them to identify what is and isn't appropriate to post online.
- Check the privacy settings for each service and find out how to block other users and report abuse. Hopefully you will never need to do this, but it's good to be prepared.
- Talk to your child about who they should communicate or make 'friends' with online.

- Discuss the amount of time your child can spend online and ensure they maintain a balance. Remind them of their other responsibilities and encourage outside activities, hobbies and face to face time with friends.

Mobile Phone Safety
- Stay involved with your child's use of new technologies. Ask your child to show you how their digital device works and what they are using it for.
- Remind your child that they shouldn't let anyone borrow their digital device.
- Talk with your child about their experiences with their digital device. Let them know it's okay to tell you if they come across something that worries them.
- Teach your child that there are ways they can deal with disturbing material – they should not respond if they receive something inappropriate, and they should immediately hang up if they feel uncomfortable or worried.

This information has been sourced from the Australian Communications and Media Authority (ACMA). Please visit www.cybersmart.com.au for further information.

ENHANCING ONLINE SAFETY FOR CHILDREN

The Office of the eSafety Commissioner leads online safety education for the Australian Government and protects Australian children when they experience cyberbullying by administering a complaints scheme.

The Office also deals with complaints about prohibited online content.

https://www.esafety.gov.au

I have read the above information and discussed relevant details with my child(ren).

Name: _____ Signature: _____ Date: _____

Technology Tips for Students

The following tips will help you use technology and the internet safely, and help develop positive cyber citizenship. Please read and discuss with your parents.

Guide to Online Safety

- Don't respond if someone sends you unkind or offensive messages or asks you to do something that makes you feel uncomfortable. Instead, tell your parents or other adults you can trust.
- If you want to meet someone you only know online, ask your parents or another trusted adult to go with you and always meet in a public place.
- Don't open messages from people you don't know. They could contain viruses.
- Tell your parents if you are upset or worried by language, images or videos on the internet.
- Don't accept any offers that seem too good to be true – they probably are.
- If you need help, contact the Cybersmart Online Helpline on the Cybersmart website or call Kids Helpline direct on
- 1800 55 1800.
- If there is a threat to your safety the police will help. In a life-threatening situation and time critical situation, call triple zero (000).
- If you have seen something disturbing online and you need help dealing with it, contact the Cybersmart Online Helpline on the Cybersmart website or call Kids Helpline direct on 1 800 55 1800.

Say NO to Cyber Bullying

- It's still public - even if your profile is private you can't control what your friends do with the information you post. It's important to guard your privacy - don't post information or photos that you wouldn't want everyone to see.
- Only share your login and password details with your parents or another trusted adult.
- Check with your parents if you decide to give out personal information or communicate with someone you don't know in real life.
- Tell a trusted adult - if someone is sending you unkind or bullying messages, tell your parents or another adult you can trust. Don't respond to the sender of the messages and block the person who is behaving badly.
- Stand up and speak out - if you see or know about cyber bullying happening to a friend, it's important to support them and report the bullying.
- Bystander behaviour matters - most bullying takes place when bystanders are present. If bystander students behave in a supportive way to the student(s) who are being bullied and intervene where feasible, or report the incident to a teacher, reconciliation is more likely to be achieved.
- Be considerate - treat others as you would like to be treated. Don't forward on messages or photos that may hurt or upset someone.

Socialising on the Internet

- It's still public – even if your profile is private you can't control what your friends do with the information you post. It's important to guard your privacy – don't post information or

photos that you wouldn't want everyone to see.

- Remember, not everyone is who they claim to be. Although it's great to have online friends, including them on your 'friends' list allows people you don't know to learn all about you. This information could be used for a scam, to steal your identity or worse.
- Keep your online friends online. If you do want to meet someone that you haven't met so far in person, ask a parent or another trusted adult to go with you and always meet in a public place, preferably during the day.
- Say no! Free offers are usually too good to be true and can end up costing you a great deal.
- Be considerate. Only post comments you would be happy to receive yourself. Don't post photos of other people without their permission. Remember, when you post photos you might be impacting the privacy of your friends too.
- Don't respond if someone sends you unkind or bullying messages or asks you to do something that makes you feel uncomfortable. Instead, tell your parents or other adults you can trust.

Mobile Phone Safety

- Never post your number or other personal details on the internet or share it with anybody you don't know. The more private your number is, the less likely you are to be contacted by strangers.
  Be wary of anyone who asks to borrow your phone in public – even if it's supposed to be an emergency. If it

is a genuine emergency, dial triple zero (000) for them and pass on the phone. Do not leave a stranger alone with your phone.

- If you receive a text message from an unknown source, don't reply. It could contain a virus or be an attempt to sign you up to an expensive subscription or premium service.
- Say no! Don't accept any offers that seem too good to be true, like a free mobile phone. Check with your parents or another trusted adult first.
- Stay aware of what's going on around you and guard your privacy. Remember, if you can take pictures of everything and everyone with your phone, so can others… and you may not want to be the subject of their photos!
- Be considerate – only send the kinds of messages and photos you would be happy to receive.
- Tell your parents or another trusted adult if someone sends you unkind or bullying messages, or asks you to do something that makes you feel uncomfortable. Make a note of the

number it came from, the date and time of the call, or save the message. It may need to be followed up by your school, Internet Service Provider (ISP), mobile carrier or the police.

I have read the above information and have discussed with my parents. I will use the information to be a good cyber citizen in the future.

Name: _____ Signature: _____ Date: _____

WEST BALCATTA PRIMARY SCHOOL
Online Services for Students (Information for Parents/Carers)

The school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

We seek approval for your child to be given access to these online services.

The Department's online services currently provide students with access to:
- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the *Student Permission for an Online Services Account* (Appendix G) and *Online Services Acceptable Use Agreement* (Appendix H or Appendix I). Please explain the content of the *Online Services Acceptable Use Agreement* to your child before the permission slip is signed.

Both forms must be returned to school so that an online services account can be created for your child. Please note that while every reasonable effort is made by the school and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. (www.foi.wa.gov.au)

You should also be aware that general internet browsing not conducted via the Department's network is **no**t monitored or filtered by the Department. **The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software.** Advice on managing internet use at home can found on the Office of the e-Safety Commissioner website (www.esafety.gov.au/iparent).

WEST BALCATTA PRIMARY SCHOOL
Student Permission for an Online Services Account

Student's first name: _____

Student's last name: _____

TA: _____

Tick one box:

☐   I give permission for my child to have an online services account.

☐   I **DO NOT** give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the Principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

Name of Parent: _____ _____

Signature of Parent: _____ Date: _____

Note: While every reasonable effort is made by the school and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. **The Department of Education recommends the use of appropriate internet filtering software at home.**

Note: This document will be retained and filed by the school.
Office use only: Processed on: /   /   by (initials):

WEST BALCATTA PRIMARY SCHOOL
Online Services Acceptable Use Agreement (Kindergarten - Year 2)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

Name of Student: **TA:**

_____

Signature of Parent:

_____

Date:

_____

Note: This document will be retained and filed by the school.

Office use only: Processed on: /   /   by (initials):

WEST BALCATTA PRIMARY SCHOOL
Online Services Acceptable Use Agreement (Year 3 - Year 6)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:
- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;
- If I misuse any online services I may be held liable and the Principal may take further action.

Name of Student: **TA:**
_____

Signature of Parent:
_____

Date:
_____

Note: This document will be retained and filed by the school.

Office use only: Processed on: /   /   by (initials)

West Balcatta
Primary School

This agreement must be signed by the student and parent/carer and returned before a personal mobile learning device (PMLD) can be used at school in the Bring Your Own Device (BYOD) program. Using a PMLD at school is a privilege and is only allowed at the discretion of the school.

SPECIFIC RESPONSIBILITIES IN MANAGING CYBER SAFETY

At West Balcatta Primary School, we strongly believe that everyone in our school community has the right to be respected, the right to be treated fairly and the right to feel safe. Students in particular have the right to think, learn and play without fear or prejudice.

Parent Responsibilities:

- Attend, where possible, any workshops/meetings provided by the school related to cyber-safety and/or online behaviour
- Inform teachers of any home circumstances which may affect their child's online behaviour prior to them becoming a major concern
- Inform teachers of any issues regarding their child's behaviour and where possible provide physical evidence
- Understand that students must take responsibility for their actions
- Offer assistance and support, and reinforce the school's Student Behaviour Policy & Procedures and Cyber Citizenship Policy
- Facilitate positive behaviour by talking with children about the school's Cyber Citizenship Policy, supervising, modelling positive online behaviours and being involved in technology use
- Read, sign and discuss with your child the various agreements and contracts regarding ICT

Student Responsibilities:

- Take responsibility for their actions
- Follow the school's Code of Conduct
- Demonstrate respect for themselves by not sharing private information, passwords and/or images
- Demonstrate respect for others and appropriate "netiquette". This includes not being a bystander if an instance occurs
- Be aware of and follow social networking rules and regulations, including age restrictions
- Inform parents if they have breached or witnessed a breach of rights and responsibilities
- Read, sign and adhere to relevant agreements and contracts the school has relating to the use of ICT
- Inform a responsible adult if they are concerned about another student's online behaviour or well-being

SPECIFIC RULES FOR STUDENTS USING ONLINE SERVICES

- I know that the school and the Department of Education may see and access anything I send or receive using email or online teaching and learning services
- I will recognise ownership of texts/photos/videos from online sources
- I understand that the school can inspect PMLDs for inappropriate content and behaviour at any time

SPECIFIC RULES FOR STUDENTS USING A PMLD

- I will follow all instructions from teachers when using PMLDs
- My PMLD must be password protected
- My PMLD must always be carried in a school bag before and after school
- My PMLD will be located in a secure location at all times and never left unattended in a public place, even for a short time

- I will back up all data securely and regularly
- I am only permitted to use media (including applications, photographs, video and audio files) that are of a suitable rating

DAMAGE OR LOSS OF EQUIPMENT
- West Balcatta Primary School takes **no responsibility** for lost, stolen or damaged personal mobile learning devices and/or accessories
- Any damage or loss will be the **sole responsibility of the parent**. This may also include situations where it is proven one student has damaged another student's mobile learning device (including accessories). In this case, the responsibility falls to the parent of the student who caused the damage
- Any loss, damage or theft should be reported to the school immediately

WEST BALCATTA PS – BREACH OF DISCIPLINE
A **Breach of School Discipline** is any act or omission that impairs the good order and proper management of the school. A breach is a behaviour or activity which disregards our Code of Conduct. With regards to Cyber Citizenship, this can include students who:
- Give out personal information including names, addresses, passwords, photographs, credit card details and telephone numbers of themselves or others
- Use inappropriate language, images or videos when using emails, messages, journals, wikis, blogs, or any other forms of communication
- Threaten, intimidate, defame, harass or annoy others; including the sharing of negative information (true or untrue) about someone
- Create or send discourteous or abusive content, particularly those that may be hateful, derogatory, violent, sexual, racist or sexist
- Make uninvited phone calls or send uninvited messages, images, sounds or music
- Intentionally send spam or viruses
- Create a misleading or false identity or take on someone else's identity or password; including 'hacking' someone's account or misusing someone else's device
- Be a bystander when others are being targeted

> **It is a criminal offence to use a phone, mobile phone or the internet to**
> **threaten, harass or offend another person.**
> As such, individuals and schools may consider it appropriate to involve the Police
> in cases of persistent inappropriate cyber behaviour.

CONSEQUENCES FOR BREACHES OF DISCIPLINE
If a student is found to be taking part in inappropriate behaviour the consequence may be loss of BYOD privileges for a length of time determined by the classroom teacher and/or school administration. **If a student has lost BYOD privileges, he/she is STILL required to complete all assigned classwork and homework.**

ACCEPTANCE OF AGREEMENT
In signing below and returning this agreement to the school, I accept the terms here listed. I understand that:
- The misuse of online services may result in the withdrawal of access to services and other consequences dictated in the school's policies; and
- I may be held legally liable for offences committed using online services.

Student Name:	Student Signature:
Parent/Carer Name:	Parent/Carer Signature:
Date Agreement Signed:	Date of information session/meeting Attended:

WEST BALCATTA PRIMARY SCHOOL
Permission to Publish Student Images/Work for School Purposes

I agree to follow the rules set out below when I use the Department-provided online services:

Parent permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and media websites, any third party applications and local newspapers in hardcopy and digital formats.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's first name, class and school may be published along with images.

 If you agree to this use of your child's image and school work please complete the consent below and return this whole permission form to the school. Once signed, the consent will remain effective until such time as you advise the school otherwise.

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

IMPORTANT: I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet. I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school in writing; however, this will not affect materials that have already been published and disseminated.

Name of Student:	**Signature of Student:**
Name of Parent:	**Signature of Parent:**
Date:	**TA:**

Note: This document will be retained and filed by the school.

Office use only: Processed on: /   /   by (initials)