



ST JOHN'S
Anglican College

STUDENT CYBER SAFETY PROCEDURE

Human Resources and Compliance

Version 4.0

Last Reviewed: 31 May 2021

1 Statement

St John's Anglican College is committed to the establishment and maintenance of a cyber-safe College environment and ensuring that exposure to inappropriate material or attention from other users is minimised.

The safety of children is of paramount concern. Any apparent breach of Cyber Safety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the College's Cyber Safety practices. In serious incidents, advice will be sought from an appropriate authority and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

2 Scope

This procedure applies to the College Council members, employees and volunteers.



3 Principles

The responsibilities of safe healthy environments for student teaching and learning and the use of the Internet and Information Communication Technologies (ICT), and related cyber safety issues have become increasingly linked.

The following key principles guide the use and application of ICT resources in teaching and learning:

- ICT resources bring great benefits to the teaching and learning program, and to the effective operation of the College.
- The College places a high priority on providing ICT resources which will benefit student learning outcomes, and the effective operation.
- It is recognised that the presence in the learning environment of these technologies, some provided partly or wholly by the College and some privately owned by staff, students and other members of the College community, can also facilitate anti-social, inappropriate, and even illegal activities.
- The College has the dual responsibility to maximise the benefits of these technologies, while at the same time minimising and managing the risks.

4 Mission

St John's inspires lifelong learning by living faith with the courage to lead self and serve others.

"where learning comes alive"

5 Vision

Every learner is empowered to excel and equipped to embrace the challenge of any future.

"developing people of good character"

6 Values

Faith – We are guided by faith in God, our community and our self.

Hope – We believe in the power of mindset and attitude. We foster a positive, safe, optimistic and empowering environment.

Love – We flourish by demonstrating cooperation, encouragement, compassion and joy.

Courage – We grow by being brave, confident, determined, resilient and putting in the effort.

Community – We are service-led and do so with respect by nurturing and celebrating relationships and traditions.

Justice – We stand for inclusivity, equity, acceptance of diversity and are stewards of the environment.



7 Student Protection

The following Statement of Commitment seeks to provide a foundation to reflect, encourage and support a child safe culture.

The Statement is to be implemented by all persons within an Anglican School or Education and Care Service.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

8 Definitions

ICT resources	includes but is not limited to the Internet, networks, systems, data, and ICT equipment and devices, as defined below and includes owned, leased or otherwise used by the College.
ICT equipment and devices	includes but is not limited to computers (including desktops, laptops, tablets and related devices such as monitors, keyboards and mice), telephony (including smart phones), removable media (such as USBs, DVDs, BluRays and CDs), radios or other high frequency communication devices (including microphones), television sets, digital or analogue players and records (including DVD, Blu-Ray and video), cameras, photocopiers, facsimile machines, printers (and other imaging



	equipment such as scanners), Smartboards, projectors and screens, teleconferencing devices.
Cyberbullying:	is the use of technology for harassment, impersonation, denigration, trickery, exclusion and stalking
Social network sites:	such as Facebook, Instagram, YouTube, WhatsApp, Google Plus and Snapchat are services use the Internet to create an interactive network of photos, videos, blogs etc. Social networking sites gather data submitted by members as 'profiles', profiles can then be shared among members.
Inappropriate content:	visual depictions that are obscene, child pornography, or material 'harmful to minors'. It can also include images of violence, hate group or extremist material, illegal activities and online advertising.
Cyber predator:	uses the Internet to hunt for victims to take advantage of them in ANY way, including sexually, emotionally, psychologically or financially. Cyber predators know how to manipulate children, creating trust and friendship where none should exist.

9 Cyber Safety

The College's Cyber Safe environments take advice from the "Online Safety Action Plan 2020" developed by the Anglican Schools Commission. This draws upon advice provided by reputable sources including the eSafety Commissioner (<https://www.esafety.gov.au/>) established by the Australian Government.

9.1 Acceptable Use of ICT

No individual may use the College ICT resources in any circumstances unless the appropriate use agreement has been acknowledged. The Acceptable Use of ICT procedure also applies to the use of privately-owned/leased ICT devices/equipment on the College site, or at/for any College-related activity, regardless of its location. This includes off-site access to the College network from College or privately-owned/leased equipment.

The College Acceptable Use of ICT procedure will cover all employees, all students, and any other individuals authorised to make use of the College ICT resources, such as pre-service teachers, external tutors and providers, contractors, and other special visitors to the college.

The Acceptable Use of ICT procedure is also an educative tool and should be used as a resource for the professional development of staff.

9.2 Use of ICT Resources

Use of ICT resources by staff, students and other approved users at the College are to be limited to educational, professional development, and personal usage appropriate in the College environment, as defined in the College Acceptable Use of ICT procedure.

9.2.1 Right to Monitor

The College has the right to monitor access and review all use. This includes personal emails sent and received on the College's computer/s and/or network facilities at all times.



9.2.2 Right to Audit

The College has the right to audit at any time any material on equipment that is owned or leased by the College. The College may also request permission to audit privately owned ICT devices/equipment used on the College site or at any College related activity.

9.3 Confidentiality

Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Australian Privacy Act 1988.

10 Privacy

Personal information is obtained, stored and released in accordance with the *Privacy Act 1988*. For further information please refer to the College's *Privacy Procedure*.

11 Accountabilities and Responsibilities

The table below outlines the accountabilities and responsibilities for governing and managing the College.	
College Council:	Is responsible for ensuring the proper and effective management and operation of the College. This includes defining and monitoring the strategic direction, developing and monitoring policies, monitoring the effectiveness of the College Council and College, and establishing control and accountability systems.
Principal:	Is responsible for the administration and implementation of the College's strategic direction, policies and procedures and control and accountability systems developed by the College Council. The Principal works closely with and is accountable to the College Council for leading the College to deliver high quality curriculum and educational outcomes, excellence in teaching and learning, a strong College community and driving market growth.
Manager Human Resources and Compliance:	Is responsible for ensuring the achievement of College strategic objectives through the development and application of best practice Human Resource Management principles and practices that comply with legislative requirements. The Manager Human Resources and Compliance works closely with and is accountable to the Principal for developing, implementing and evaluating an appropriate policy framework compliant with all statutory requirements.
Employees:	Are expected to abide by all College policies and procedures.

12 Related policies, procedures and other documents

12.1 Policies

Risk Management Policy

Student Protection in Anglican Schools Policy

Student Welfare Policy



12.2 Procedures

Acceptable Use of ICT Procedure

Behaviour Management Procedure

Critical Incident Management Procedure

Privacy Procedure

Student Anti Bullying Procedure

Student Pastoral Care Support Procedure

Student Protection in Anglican Schools Procedure

Student Self-Harm Procedure

12.3 Other documents

Australian Privacy Principles

Child and Youth Risk Management Strategy

College Vision, Mission and Values Statement

Faithfulness in Service

Online Safety Action Plan 2020

Safeguarding Our Students, Student Protection Policy and Procedures Guide for Volunteers and Visitors to Anglican Schools

Staff Code of Conduct

Student Code of Conduct

Student Protection Resource Sheets

12.4 Legislation

Anti-Discrimination Act 1991

Child Protection Act 1999

Education (Accreditation of Non-State Schools) Act 2017

Education (Accreditation of Non-State Schools) Regulation 2017

Education Services for Overseas Students Act 2000

Education Services for Overseas Students Regulations 2001

Information Privacy Act 2009

National Code of Practice for Providers of Education and Training to Overseas Students

Privacy Act 1988

Right to Information Act 2009



Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Working with Children (Risk Management and Screening) Act 2000

Working with Children (Risk Management and Screening) Regulation 2011

12.5 Useful websites

Office of the eSafety Commissioner www.esafety.gov.au

13 Approval

This procedure was issued on 31 May 2021 under the authority of the Principal. This document represents the current policy of the College until it is revised or rescinded.

14 Managing this procedure

14.1 Review

This procedure is to be reviewed every two years or earlier if necessary. The Manager Human Resources and Compliance is responsible for reviewing or making approved modifications to the procedure and distributing.

14.2 Breach of Policy

All employees are expected to abide by College policies and procedures, failure to do so may lead to disciplinary action ranging from counselling to dismissal.

15 Document information

Version Control

Version	Date	Description	Author
3.0	12/04/2018	Procedure review	Manager HR and Compliance
4.0	31/05/2021	Procedure review	Manager HR and Compliance

16 Authorisation

Maria McIvor
Principal
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