

## **5.7 Cybersafety**

### **Statement of Intent**

Onslow College will maintain appropriate cybersafety practices to promote a safe environment for staff, students and visitors.

### **Board Expectations**

**The Board's expectations regarding cybersafety are that:**

The College will develop an Acceptable User Agreement, which all students and staff will be required to agree to, and sign before being able to access the College IT network.

The Acceptable User Agreement will be reviewed and updated as required.

Appropriate cybersafety education programmes will be provided

### **Guidelines**

As part of implementation of this policy, the following guidelines apply:

1. Professional Interactions – Staff and students are required to act with a professional demeanour at all times and maintain appropriate teacher/student boundaries.
2. Digital Citizenship – Staff and students are expected to model good digital citizenship and reflect appropriate ways to interact and behave online.
3. Closed Groups – Whenever possible, online services and workspaces are to be set up as closed to the general public and available only to invited members.
4. Cybersafety Manager Inclusion – All online services and workspaces must include the Onslow College Cybersafety Manager as a member.
5. Student Images – Students are not to be identified online without the express written permission of the student and their parents or guardian. Where permission is given, no family names are to be used.

### **Facebook Groups**

The teacher establishes the group and is the administrator. A second staff member should also be joined as a co-administrator. Students request to join the group and must be approved by the teacher before gaining access.

The following instructions add specific requirements and the details of how to set up a Facebook group

1. Create a Professional Facebook Account.  
Staff must generate a separate facebook account for school use ensuring privacy settings are at the highest possible level.
2. Cybersafety Manager (see definition below)  
The group creator must facebook invite the appropriate Cybersafety Manager to join the group.
3. Group names and members  
The group name should include reference to Onslow College so it can be easily found in searches.

## **Other On-line Collaborative Spaces**

In regards other collaborative learning spaces, it is expected (with the necessary modifications) that the same rules will be followed.

## **Supporting Documents**

- Onslow College Cybersafety Policy / Responsible Use Guidelines
- Onslow College Copyright Guidelines
- Acceptable User Agreement

## **Delegation**

The implementation of this policy is delegated to the Principal.

## **Definition**

### *Cybersafety Manager*

A member of the School Executive Group with responsibility for a Learning Area will become the Cybersafety Manager for that area.

*Review date May 2017*

*Date for next review 2020*