	Policy Name:	eSmart	Date of approval:	2017
	Responsible:	ICT team	Review date:	2018

1 Rationale:

Bullying in any form is unacceptable. Bullying that is carried out through an internet service, such as email, chat rooms, forums, gaming, posting videos or images, discussion groups or instant messaging or through mobile technologies such as SMS (short messaging services) is cyber bullying. Cyber bullying will not be tolerated at any level, and consequences exist for students who choose to bully others.

2 Aims:


- 2.1 To reinforce within the school community what bullying and cyber bullying is, and the fact that it is unacceptable.
- 2.2 Everyone within the school community should be alert to signs and evidence of cyber bullying and to have a responsibility to report it to staff whether as observer or victim.
- 2.3 To ensure that all reported incidents of cyber bullying are investigated appropriately and that support is given to both victims and perpetrators.
- 2.4 To seek parental and peer-group support and co-operation at all times.

3 Implementation:

- 3.1 Parents, teachers, students and the community will be made aware of the school's position on cyber bullying. Teachers will be regularly reminded of their duty of care regarding protection of students from all forms of bullying.
- 3.2 The policy will be available on the school's website.
- 3.3 Tyabb Primary School will adopt a four-phase approach to bullying.

4 Primary Prevention

- 4.1 Professional development for staff relating to all forms of bullying including cyber bullying, harassment and proven counter measures will be provided by the eSmart committee. The eSmart Program will provide structure and guidance to implementing a consistent whole school program.
- 4.2 At the beginning of the year, during the school's Start Up program, teachers will discuss all forms of bullying with their class, identifying the impact these can have on others and the consequences of such actions, with an emphasis on zero tolerance.
- 4.3 All middle and senior students to be provided with individual and confidential computer, network and email logins and passwords.
- 4.4 Special PD sessions guided by ACMA presented to teachers, students and parents when the need arises. These sessions will educate the school community about the seriousness of cyber bullying, its impact on those being bullied and how this behaviour is unacceptable.
- 4.5 Provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving.
- 4.6 The curriculum to include anti-bullying messages and cyber safety strategies.
- 4.7 Any incidents will be logged on the school digital tracker, 'GradeXpert' and information will be gathered and collated by the Assistant Principal.
- 4.8 Staff will ensure that all students are supervised at all times when using electronic devices that connect to the internet.

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5 Isolated, Infrequent or Less Serious Incidents

- 5.1 Encourage children and staff to report bullying incidents involving themselves or others.
- 5.2 Classroom teachers and principal, on a regular basis, remind students and staff to report incidents of bullying.
- 5.3 Regular monitoring of student traffic on the school's computer network to identify potential problems will be the responsibility of all staff members.
- 5.4 Parents encouraged to contact school if they become aware of any bullying issues.
- 5.5 Recognition and reward for positive behaviour and resolution of problems.

6 Repetitive or Serious Incidents:


- 6.1 Once identified each bully, victim and witnesses will be spoken with and all incidents or allegations of bullying will be fully investigated and documented.
- 6.2 Tyabb Primary School will reinforce with children the importance of appropriately reporting incidents of inappropriate behaviour involving themselves or others. It is imperative that staff respond appropriately and proportionally to each allegation consistent with the school's Welfare and Discipline Policy, including reporting and recording of the incident on our Welfare tracker, 'GradeXpert'.
- 6.3 Parents are to be contacted if their child is alleged to have been bullied or experienced inappropriate behaviour, or if their child appears to have behaved inappropriately or bullied someone else.
- 6.4 If bullying continues consequences will increase in severity consistent with the school's Welfare and Discipline Policy.

7 Post Incident:

- 7.1 Consequences for students will be individually based and may involve:-
 - Exclusion from class.
 - Exclusion from yard.
 - School suspension.
 - Withdrawal of privileges.
 - Counselling from appropriate agencies will be made available to both parties. Eg. Welfare Officer, Psychologist.
- 7.2 Removal of cyber bullies from access to the school's intranet and online networks and ICTs for a period of time as stated in the ICT Acceptable Use Guidelines.
- 7.3 Reinforcement of positive behaviours.
- 7.4 Rewards for positive behaviours.

8 Evaluation

- 8.1 This policy will be reviewed and minuted at School Council each year.

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9 Definitions

Bullying - When someone, or a group of people, upset or create a risk to another person's health and safety – either psychologically or physically – or their property, reputation or social acceptance on more than one occasion. Bullies deliberately set out to intimidate, exclude, threaten and / or hurt others repeatedly. Bullying is a clear form of harassment which can happen covertly or overtly.

Cyber-risk - When young people are at risk of unsafe, abusive, or aggressive behaviour online and through mobile phones such as: cyber bullying, sexual predation, stalking, accessing inappropriate content, sending sexually suggestive images and identity fraud.

Cyber safety – Cyber safety refers to the way in which people behave safely and responsibly to keep themselves and their friends safe online.

Cyber bullying - People who use technology, including but not limited to the internet, email, intranets, smart phones, tablets, hand held consoles, music players, digital cameras, phones or similar electronic devices to bully others.

This policy was approved by School Council on 11.9.17