Mary MacKillop College
South Gippsland

Cyber Safety Procedure

Mary MacKillop College recognises that the implementation of whole of college cyber safety strategies is the most effective way of minimising risks related to our students engaging in online activity.

The College has developed the following work practices and procedures for assisting with the management of Cyber Safety issues.

Cyber Safety Strategies
The following initiatives form part of our overall cyber safety strategy within the College:

- Establishment of a 'Cyber Safety Team' and appointment of two primary 'Cyber Safety Contact Persons' (refer below for details);
- A structured curriculum and peer group support system, that provides age appropriate information and skills relating to cyber safety (including cyber bullying) to students over the course of the academic year;
- Education, training and professional development of staff in cyber safety strategies;
- Regular provision of information to parents/carers to raise awareness of cyber safety as a college community issue. This will equip them to recognise signs of cyber safety risks, as well as to provide them with clear paths for raising any concerns they may have relating to cyber safety and/or cyber bullying directly with the college;
- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
- Promotion of responsible bystander behaviour amongst students, staff and parents/carers (this may occur where a bystander observes inappropriate online behaviour either being perpetrated by, or targeted at, a student;
- Reporting of cyber safety incidents is encouraged and made easy through the establishment of multiple reporting channels (as specified below);
- Regular risk assessments of cyber safety within the College are undertaken by surveying students to identify cyber safety issues;
- Records of reported cyber safety incidents are maintained and analysed, in order to identify systemic issues and to implement targeted prevention strategies where appropriate;
- Cyber safety strategies are included in students' college diaries;
- Cyber safety posters are displayed strategically within the college; and
- Promotion of student cyber safety awareness by participating in relevant cyber safety related events.

Reporting of Cyber Bullying
Students and their parents/carers are sometimes reluctant to pursue Cyber Bullying incidents, for fear that it will only make matters worse.

A key part of Mary MacKillop College's Cyber Bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well providing assurance to students who experience bullying (and parents/carers) that:

- Cyber Bullying is not tolerated within the college;
- Their concerns will be taken seriously; and
- The College has a clear strategy for dealing with Cyber Bullying issues.

Bullying incidents can be advised to the College verbally or electronically through wellbeing@mmcrc.catholic.edu.au to any of the following:

- Informing a trusted teacher;
- Informing the college counsellor;
- Informing a student's sub school Director or Wellbeing Co-ordinator; or
- Informing one of the Deputy Principals or Principal

Responding to Cyber Bullying
Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts.

In all circumstances the college:

- Takes Cyber Bullying incidents seriously;
- Provides assurance to the victim that they are not at fault and their confidentiality will be respected;
- Takes time to properly investigate the facts including discussing the incident with the victim, the bully and any other students involved;
- Takes time to understand any concerns of individuals involved;
- Maintains records of reported cyber bullying incidents; and
- Will escalate its response when dealing with persistent bullies and/or severe incidents.

Actions that may be taken when responding to bullying may include:

- The "Method of Shared Concern" Approach (Pikas);
- The "No Blame" Approach (Maines & Robinson);

These approaches may be used to intervene in group or relational bullying situations. They are only appropriate during the initial stages. They are not appropriate for persistent or severe bullying incidents.

- Notification of/Consultation with parents/carers;
- Offering counselling to persistent bullies/victims;
- Implementing effective follow up strategies; and
- Disciplinary action at the Principal's discretion including suspension and expulsion of persistent bullies, or in cases of severe incidents.

Employees' Responsibility
All employees are responsible to:

- Model appropriate online behaviour at all times;
- Refer any cyber safety related issues to the Cyber Safety Primary Contacts; and
- Acknowledge the right of parents to speak with college authorities if they believe their child is being bullied.

Signage
Cyber safety posters are displayed strategically around the College.