



Saint Francis
international school

SAFE INTERNET USE AND CYBERBULLYING POLICY

When using the internet:

- Treat others with respect
- Do not take any actions which bring the school into disrepute
- Respect the right to privacy of all other members of the school community
- Respect copyright and acknowledge creators when using online content and resources

Internet use and access is considered a school resource and privilege.

It is part of this policy that the education of parents, teachers and students is implemented to promote safer, more effective use of the internet.

All members of the school community will be informed about safe and appropriate behavior online and the importance of not posting any content, comments, images or videos online which could cause harm, distress or offence to any other members of the school community.

Misuse of the internet may result in disciplinary action. The school will manage online safety incidents in accordance with the Behavior Policy. Should serious online safety incidents take place, Ms. Proietti or Ms. Ross should be informed.

St. Francis will also deal with incidents that take place outside the school that impact on the well-being of pupils or staff under this policy. In such cases, St. Francis will inform the parents and impose appropriate consequences.

WEB BROWSING AND DOWNLOADING

- Students will not intentionally visit or download internet sites that contain obscene, illegal, hateful or objectionable materials or that is intended to annoy or intimidate another person.
- Students should report accidental accessing of inappropriate materials in and out of school.
- Students will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Students will only use the internet for educational activities.
- Downloading by students of materials or images not relevant to their studies is not allowed.

EMAIL AND MESSAGING

- Students will not send any material that is illegal, obscene and defamatory or that is intended to

annoy or intimidate another person.

- Students should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

SOCIAL MEDIA

- The use of messaging services and apps including Snapchat, Whatsapp, G Chat etc. is not allowed in St. Francis.
- The use of blogs is not allowed in St. Francis.
- The use of video streaming sites such as YouTube and Vimeo etc. is with express permission from the teaching staff.
- Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the St. Francis community.
- Staff and students must not discuss personal information about pupils, staff and other members of the St. Francis community on social media.
- Staff and students must not engage in activities involving social media which might bring St. Francis into disrepute.

PERSONAL DEVICES

- Students are not allowed to use cell phones in St. Francis unless given permission by a teacher.
- Students using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using the school equipment.

IMAGES AND VIDEO

- At St. Francis students must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities off school grounds is only allowed with expressed permission from staff.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of pupils is a prohibited behavior with serious consequences.

CYBERBULLYING

- The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.
- When using the internet students, parents and staff are expected to treat others with respect at all times.
- Staff and students are to be made aware that bullying is defined as unwanted negative behavior, verbal, psychological or physical, conducted by an individual or group against another person/s

and which is repeated over time. This definition includes cyberbullying even when it happens outside the school or at night.

- Isolated incidents of intentional negative behavior, including a once-off offensive or hurtful text, do not fall within the definition of bullying and will be dealt with in accordance with the school's code of behavior.

SCHOOL WEBSITES

St. Francis will avoid publishing the first name and the last name of pupils in video or photographic captions published online.