Cyber Safety Framework

The Launceston Preparatory School is committed to creating and maintaining a safe online environment. We aim to achieve this by

- encouraging the school community to interact freely with, and enjoy the benefits of using the internet without individuals' wellbeing or safety being put at risk.
- not disclosing personal or sensitive information online and by using secure online software, platforms and tools.
- accepting our shared responsibility for the safety and wellbeing of students
- following all relevant policies and procedures when engaging online or responding to incidents
- supporting all members of the school community to create a positive online culture by sharing relevant online safety information (especially those produced by the Office of the eSafety Commissioner) in a variety of formats which cater to the school community and acknowledge the diverse backgrounds and needs of our community.

We use the National Principles for Child Safe Organisations to guide our culture and practices. These are:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

In conjunction with our service provider IRIS Computing, The Launceston Preparatory School has in place quite a rigid firewall protection system. Whitelisting is the cybersecurity strategy we use where all school devices can only access sites that have been explicitly allowed in advance.

The school assesses the risks and benefits of new online platforms or technologies before introducing them, to promote safety, privacy, security and age appropriateness. Teachers of Digital Technologies have specific responsibility for teaching online safety to students.

Student and parent/carer email addresses are not used in accessing external online resources. Passwords to online platforms (e.g. Tinkercad, Typing Tournament, Literacy Planet) avoid the use of students' real sir names.

All teachers promote online safety through discussion with students, careful selection of online resources and technologies, and vigilance whilst students are online.

The Co-Principals are administrators of the school's social media accounts – the Parents' Club site and the school's Uniform Buy, Sell and Swap site. These accounts are monitored regularly. The school's Staff Code of Conduct contains guidelines for staff members' professional and personal use of social media, and the school maintains and regularly reviews a policy for Acceptable Use of Mobile Devices.

The school's logo may only be used with authorisation of the Co-Principals.

Upon enrolment, parents'/carers/ consent is sought for use of students' images in the school newsletter and on the school website. Specific permission is sought for use of images for other marketing purposes. Students' photos are stored on the school system which is password protected.

Responding to an online safety breach

The following resources produced by the eSafety Commissioner will be utilised in responding to an online safety incident, and are attached as appendices to this document:

- Online incident assessment tool
- Quick reference guides for responding to online safety incidents
- Guide to responding to serious online safety incidents
- Guide to responding to the sharing of explicit material
- Guide to responding to cyber abuse that targets staff
- Tips for supporting students involved in an online incident
- Tips for parents-carers after an online safety incident
- Guide to engaging with the media
- Post-incident checklist
- Guidelines for social media use, video sharing and online collaboration
- Tips for responding to incidents that happen outside school hours

The Launceston Preparatory School Cyber Safety Framework is reviewed against the eSafety Commissioner's *Online Safety Self-Assessment Tool*.

Related information:

A Whole School Approach to Bullying.pdf
Child Safety and Wellbeing Framework.pdf
ICT Policy Statement.pdf
Policy for Acceptable Use of Mobile Devices.pdf
Privacy Policy.pdf
Protocols for Home Use of school computers etc.pdf
Sexual Harassment Policy.pdf
Staff Code of Conduct.pdf
Work health and safety policy.pdf