SPOTSWOOD COLLEGE



CYBERSAFETY PROCEDURES

- 1. Board of Trustees members, staff and students must read the Spotswood College Cybersafety Policy and sign the appropriate Computer, Internet and ICT Use Agreement. Students must sign the Student Computer, Internet and ICT Use Agreement as part of their enrolment procedures and at the beginning of each subsequent year.
- 2. Staff Computer, Internet and ICT Use Agreements will be filed by the Principal's P.A. with the staff files.
- 3. Board of Trustees Computer, Internet and ICT Use Agreements will be filed by the Board Secretary.
- 4. Student Computer, Internet and ICT Use Agreements will be filed in students' personal files.
- 5. The Principal will appoint a teacher as the Cybersafety manager, who may also be the ICT manager.
- 6. Any incidents involving the unintentional or deliberate accessing of inappropriate material by staff or students, must be reported to the ICT/Cybersafety manager to be recorded in the Cybersafety Incident book with the date, time and other relevant details.
- 7. In the event of access of such material, users should:
 - 1. Not show others
 - 2. Close or minimise the window, and
 - 3. Report the incident as soon as practicable to the ICT/cybersafety manager.
- 8. If an incident involves inappropriate material or activities of a serious nature, or is suspected of being illegal, it is necessary for the incident to be reported to the SLT by the ICT/Cybersafety manager immediately.
- 9. The ICT/Cybersafety manager will keep a Cybersafety Incident book and record in handwriting any incidents reported to him/her.
- 10. The Cybersafety Incident book will record: student(s)' name(s), date, teacher who reported the incident, details of incident, outcome of investigation, whether a report was passed on to the SLT and any additional relevant information.
- 11. Breaches of the Use Agreements will be dealt with under the usual disciplinary processes for staff and students.
- 12. Any reporting to the Board by the Principal will be by way of the Principal's regular monthly report.

Approved: 23 February, 2015 Review Date: February 2018