



# Tanglin Gippsland Cybersafety Policy

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Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

# 1 Overview

- 1.1 Tanglin Gippsland recognises the importance of digital technologies as an integral part of teaching and learning within the curriculum. Tanglin embraces the use of technology but is committed to reducing the exposure of students to the potential negative impacts that come with its use, including but not limited to cyber-risks (such as cyberbullying, online sexual predation, sexting, identity theft and fraud) when using the internet, mobile phones and other personal electronic devices.
- 1.2 The aims of this policy are as follows:
- Establish a cybersafe culture that is in keeping with the values of the campus and the expectations outlined in the ICT Acceptable Use Agreements and Student Discipline & Behaviour Policy, and that includes actions and consequences for inappropriate behaviour
  - Educate and encourage Tanglin students to be smart, safe, responsible and ethical users of digital technologies
  - Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between parents and teachers.
- 1.3 The safe use of technology whilst at the campus is managed through the Electronic Communication & Information Technology Policy and the Personal Electronic Devices Policy.

# 2 Definitions

- 2.1 *Cybersafety* refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to obtain help to deal with online issues. Cybersafety issues commonly occur through a student’s use of their own technology devices (e.g. smart phone, tablet, laptop, home computer, social media).
- 2.2 *Cyberbullying* is a form of bullying and involves a person being targeted by another through the use of digital technology or mobile communication devices, or through the internet (including social networking websites, chat rooms and email), for the purpose of harassment, stalking, threats, conveying sexual innuendo, communicating false pretences, forwarding someone else’s private communication, posting humiliating messages or pictures, or other forms of harmful behaviour.
- 2.3 *Sexting* is the sending or posting of provocative or sexual photos, messages or videos online.
- 2.4 *Identity theft* is the fraudulent assumption of a person’s private information for their personal gain. Students are exposed to these risks as they are often unaware of the safety issues surrounding their digital footprint.
- 2.5 *Predatory behaviour* is where a student is targeted online by a stranger who attempts to arrange a face-to-face meeting in order to engage in inappropriate behaviour.

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### 3 Details

- 3.1 A campus-wide approach will be taken to education in relation to cybersafe practices with staff members leading by example in following cybersafe practices.
- 3.2 All students will be informed of the Cybersafety Policy by staff at the start of each program.
- 3.3 Cybersafety will be taught explicitly by actively educating students in cybersafe practices. Students and staff members will be supported in their pursuit of learning and teaching, whilst using technology safely.
- 3.4 Cybersafety may also be discussed informally (e.g. while students are composing emails or leaving comments on a blog), or as the need arises.
- 3.5 All students and their parents/guardians must agree to and sign an Acceptable Use Agreement, before commencing digital technologies activities each year.
- 3.6 Tanglin will prioritise cybersafety through providing a protected online environment with firewalls and monitoring of usage, providing training in cybersafe practices and through applying the Student Code of Conduct to online behaviour and interactions.
- 3.7 All complaints of cyberbullying will be heard in confidence and taken seriously. Tanglin will support students, parents and staff members in dealing with cyberbullying incidents in a consistent and systematic way.
- 3.8 Staff programs will occur periodically to keep staff members informed of current issues/strategies for teaching cybersafe practices and supporting students who experience cyberbullying.
- 3.9 The Cybersafety Policy also applies during campus field trips, camps and extra-curricular activities and the residential aspects of the program.

### 4 Related Tanglin Gippsland Policies

- Bullying and Harassment Prevention Policy
- Electronic Communications and Information Technology Policy
- Personal Electronic Devices Policy
- Student Code of Conduct

### 5 Policy Review

- 5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin's Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 5.2 Any significant changes to this policy must be approved by the Board.

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