



Hendersons Educational Services Pty Ltd (Hendersons)
Cyber Safety Policy

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Document Owner: Executive Director

Use this policy to understand our approach to Cyber Safety.

1. Rationale and Definitions

Hendersons have a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community.

Ensuring cyber safety involves the active promotion of cyber safe behaviours based on the safe, respectful and responsible use of internet, computer and mobile phone technologies, and the taking of specific measures to remove the risks of any inappropriate and harmful use of these technologies.

In an educational setting, cyber bullying refers to the deliberate and repeated misuse of technology to harass, threaten, insult or ridicule students or staff. Examples include threatening texts, emails or messages, online denigration, vilification or defamation, derogatory websites, disturbing private pictures or videos, and online exclusion or impersonation. In both schools and other educational settings, victims of cyber bullying include both students and staff.

Hendersons recognises that the Internet and ICT devices/equipment bring great benefits to both teaching and learning; however, the organisation recognises that the presence of these technologies in the learning environment (some provided partly or wholly by Hendersons and some privately owned by staff, students and other members of the Hendersons community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. Hendersons has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

Hendersons acknowledges the need to have in place rigorous and effective cyber safety practices which are directed and guided by this cyber safety policy.

2. Policy

This policy provides a framework for:

- The development and maintenance of both a rigorous and effective cyber safety practice, which aims to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the organisation, whilst concurrently managing any risks.
- The maintenance of an organisational environment that is cyber safe, but in addition, it will aim to address the need for students and other members of the organisation to receive education about the safe and responsible use of present and developing information and communication technologies.

3. Policy Guidelines

Associated issues Hendersons will address include: the utilisation of staff, professional development and training, implications for the design and delivery of our educational material, the need for relevant education about cyber safety for the Hendersons community and disciplinary responses appropriate to breaches of cyber safety.

To develop a cyber safe organisational environment, the General Manager will develop, implement and/or oversee appropriate management procedures, practices, electronic systems, and educational programs.

4. Guidelines for Hendersons Cyber Safety Practices

Hendersons commitment to cyber safety is strongly tied to our commitment to child safety.

- Use of the Internet and ICT devices/equipment by staff, students and other approved users at Hendersons is to be limited to educational, professional development, and personal usage appropriate in our organisational context.
- Hendersons has the right to audit, at any time, any material on equipment that is owned or leased by the organisation.
- Issues relating to confidentiality, such as sighting student, staff, or customer information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1999.
- The safety of children is of paramount concern. Any apparent breach of cyber safety and any report of cyber bullying will be taken seriously. The response to individual incidents will follow the procedures developed as part of the organisation's cyber safety practices.
- In serious incidents, advice will be sought from an appropriate source, whether that be a government agency, or a legal organisation.
- There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

5. Reporting Cyber Safety Concerns

Hendersons will ensure employees and customers are aware of our Cyber Safety Policy.

Should any member of the community believe they themselves, or another staff, or student is being subjected to cyber bullying, they are asked to contact Hendersons Executive Director, Annete Paroissien, by phoning 9813 0277 or emailing accounts@hendersons.com.au. All communication will be treated confidentially.

The Cyber Safety Policy should be read in conjunction with Hendersons Child Safety Policy and Child Safety Code of Conduct.

<i>Breach of Policy</i>	<i>Application</i>
<p>If staff do not follow this organisational policy, they could face disciplinary action. In serious cases this may include termination of your employment.</p> <p>If any member of staff, a student, or a parent/guardian, is found to have broken the law, you may also be personally liable.</p>	<p>This is an organisational policy of Hendersons. It applies to all employees and contractors and to all customers who utilise our educational services.</p>

Policy Updates

This Policy may change from time to time and these changes will be communicated with staff and the wider Hendersons community, including students and their parents/guardians.

Governance

1. This Policy Statement applies to every employee and contractor of Hendersons and to every student who attends Hendersons Educational Services Pty Ltd, both onsite and within the virtual environment.

Cyber Safety Policy Complaints and Enquiries

If you have any queries or complaints about our Cyber Safety Policy please contact Annette Paroissien, Executive Director:

T: (03) 9813 0277

E: accounts@hendersons.com.au

Related Policies:

- Child Safety Policy
- Child Code of Conduct