SAFE SCHOOL ENVIRONMENT AND ICT USAGE POLICY

Last Review: November 2024	**Constructed/Reviewed by:** Director of School Operations
Next Review: November 2025	**Approval Required:** Executive
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Version: 2.0	**Standard Owner:** Director of School Operations

Mentone Grammar believes that in order for students to learn to the best of their ability and to achieve personal growth, school must be a safe and friendly environment. The School will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment.

Australian schools are empowered to:

- affirm the right of all school community members to feel safe at school
- promote care, respect and cooperation and value diversity
- have a responsibility to provide opportunities for students to learn through the formal curriculum the knowledge, skills and dispositions needed for positive relationships.

YOUR SAFETY

Child safety situations can be very complex, not only from the perspective of ascertaining whether an abuse has occurred but also in understanding what steps to take to protect a child.

Child abuse includes:

- Sexual offences
- Grooming
- Physical violence
- Serious emotional or psychological harm
- Serious neglect
- Family violence, or exposure to family violence

It is important to remember at all times that the safety and welfare of Mentone students are paramount.

If you have a concern that you, a friend or someone you know may be experiencing abuse, whether you have actual proof, you should immediately raise your concerns with a trusted adult or one of the School's Student Safety Officers. The Student Safety Officers will be able to assist you in clarifying your concerns and managing next steps.

Mentone Grammar has appointed the people listed below as the School's Student Safety Officers and each is available to answer any questions you may have with respect to our Student Safety and Protection Policy and Procedures.

These people are your first point of contact for reporting student protection issues within the School.

Eblana:	Mrs Jessica Richards
	jsr@mentonegrammar.net
Riviera:	Mrs Mary Craven
	mtc@mentonegrammar.net
Bayview:	Mr Dan Newton
	ddn@mentonegrammar.net
Greenways:	Mrs Julie James
	jaj@mentonegrammar.net
Frogmore:	Mr Jason Mann
	jsm@mentonegrammar.net
Head of Wellbeing:	Bridgitte Roberts
	bridgitter@mentonegrammar.net

For more information, go to: Child Safety Commitment – Mentone Grammar and Policies – Mentone Grammar (Student Safety and Protection Policy)

WHAT IS BULLYING?

Bullying is when someone or a group of people who have more power at the time, deliberately upset or hurt another person, their property, reputation, or social acceptance on more than one occasion.

Bullying includes:

1. **Direct physical bullying** – includes fighting, pushing, gestures, spitting, kicking, exclusion, invasion of personal space, damaging other people's possessions.

2. **Direct verbal bullying** – includes name calling, offensive or threatening language, taunting, putting people down – either to their face or behind their back, picking on people because of their gender, sexual orientation, appearance, academic ability, race or religion.

3. **Sexual harassment** includes sexually orientated jokes, sexual innuendo and unwelcome sexual approaches. Harassment is any unwelcome and uninvited comment, attention, contact or behaviour that an individual or witness may find humiliating, offensive or intimidating. It may be verbal, physical, written or visual.

4. **Indirect bullying** – this form of bullying is harder to recognise and is often carried out behind the bullied person's back. It is designed to harm someone's social reputation and / or cause humiliation. Indirect bullying includes:
   - lying and spreading rumours
   - playing nasty jokes to humiliate and embarrass
   - mimicking
   - encouraging others to socially exclude someone
   - damaging someone's social reputation and social acceptance, and
   - cyberbullying.

5. **Cyberbullying** – Involves the use of information and communication technologies to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others.

- ◆ It can be committed using the internet, a digital communication device, gaming and/or mobile technologies.
- ◆ It may be, but is not limited to activities including:
  - posting defamatory messages or images on social networking sites;
  - spreading rumours online;
  - excluding a person from an online group;
  - repeatedly sending unwanted messages or images, either by text or instant messaging or email or other form of communication;
  - distributing or forwarding private material including emails, texts, photos, videos to other people without consent, disrespecting the rights and confidentiality of others;
  - impersonating or falsely representing another person;
  - bullying/cyber bullying, intimidating, abusing, harassing or threatening others through ICT, or the use of obscene or offensive language on information or communication technologies.

Bullying is not:

- an isolated dispute between friends, a shift in friendship groups or an isolated occurrence of a misguided comment or gesture.

What to do if you feel that you are being bullied
You should share your concerns with **your parents** and you should report the incident(s) to **someone in the school community**.

Identify an adult in the school community (a teacher) who you are comfortable sharing your concerns with.

This teacher might be:
  - your classroom teacher
  - your Mentor
  - your Year/House Coordinator
  - your Head of Campus
  - your sports coach.

This teacher will:
  - meet with you as soon as possible
  - identify with you whether the behaviour constitutes bullying or not
  - ask you whether you have attempted to approach those who have caused you distress
  - discuss what to do next.

This teacher may decide to:
  - meet with the person and yourself to hear both sides and discuss strategies to ensure that you are able to handle or avoid conflict in the future
  - participate in a teacher led non-punitive approach
  - suggest that you and/or the perpetrator have counselling to support you in dealing with the situation
  - involve senior staff to deal with the matter
  - record your comments but take no further action at this point.

If you are a witness or bystander in a bullying incident you may decide to:
- report the incident and its details to a trusted staff member and/or your parents
- take time out to provide as much support as you are able to the person being bullied. This may include asking the bully to stop.

Strategies that may be used to deal with an incident of bullying

In developing this policy Mentone Grammar acknowledges that there is not just one strategy that will be able to be applied. There are a range of strategies that may be used to manage an incident of bullying or harassment that may include:

- Self protection/self management and resilience strengthening
- Social skills training for all/some parties involved
- Reinforcement of positive behaviours replacing negative ones
- Non-punitive approaches with the perpetrators
- Reconciliation processes (if victim approves)
- Shared responsibility approaches with a group from the year level
- Peer support approaches
- Parental involvement
- Involvement of the school counsellors for some/all parties involved
- Restorative justice processes
- Punitive measures including detention, suspension, exclusion from class/activities, expulsion
- Police intervention.

The objective of any approach is to stop the bullying and help the person being bullied feel safe.

Useful Resources:

Reach Out: www.reachout.com

Bullying. No Way! :www.bullyingnoway.com

Youth Beyond Blue: www.youthbeyondblue.com

ThinkUKnow: www.thinkuknow.org.au

Home Computer Security Checklist: securemama.com

Kids Helpline: 1800 55 1800

Lifeline: 131 114

Mobile Phone Guidelines for Teachers and Students

Please refer to the Smart Device Policy

Acceptable ICT Usage by Students at Mentone Grammar

At Mentone Grammar we are committed to providing a contemporary education that uses ICTs where appropriate to engage students and enhance learning. ICTs will also be used within the School context to create organisational efficiencies with regard to the daily operations of each class and individual access for each student. The LMS and the School network provide a safe and secure platform for this to be achieved. The purpose of this document is to ensure that clear guidelines are in place for the use of ICTs within the School context and that the use of ICTs does not impede or negatively impact on the learning of any Mentone Grammar student. This document should be read and understood in conjunction with the Cybersafety Policy as published in the School Diary.

All students in Years 5-12 are expected to bring their own device (BYOD) to school on a daily basis for the use of learning in the classroom. This device may be a notebook computer (PC or Mac). Please refer to the BYOD Policy or speak with the ICT Department.

Our Expectations:

1. All students may only log on to the School network or internet using their own Username and not that of another student.

2. During class time students are not to use their device for any purpose other than learning in the context of that particular class. Students caught texting, sending irrelevant emails or other forms of communication, playing games, surfing the internet irrelevantly or using their device for a purpose not related to that class will receive appropriate consequences. Multiple offences or serious breaches of this policy will result in an escalation of the consequence.

3. Students must ensure that a reasonable level of care is taken with regard to using their device at school. When not in class the device must be **locked** in the locker provided by the School. Devices are to be powered down when transported and carried in a case that will provide maximum protection for the device. It is advisable that family Home and Contents insurance be extended to cover the device whilst being used at school and also during transport to and from school.

4. All devices are to be fully charged when brought to school. Limited charging facilities are available, and access will be granted only during breaks.

5. Students must not use the school network to download games or apps that are not relevant to the learning of the student.

6. Students are not to tamper with or alter the settings on another device within the School.

7. We urge you to seek advice from the supplier regarding the appropriate settings for your device.

8. Students must not send or communicate any inappropriate messages via the School network to other members of the School community. Please see Cybersafety Policy as published in the School Diary.

9. Students must not access any inappropriate websites or apps (eg: pornography, violence or sites of an offensive nature).

10. Students are not to use their student email address to sign up for, or recover access to, any social media, gaming, instant messaging or similar accounts not authorised by the

school. This is to ensure all student accounts are being used for their educational purposes, and to help protect students from risks online. Using personal email address for these platforms instead of student email address reduces the chances of someone gaining access to information in your school account.

11. Students may use school printers once permission has been granted by the supervising teacher or a member of the ICT department. At all times, all members of the School community should endeavour to avoid printing. Use of OneDrive and the School's LMS should reduce the need for printing.

12. Students should not play music without a teacher's permission. If permission is granted or during free time, headphones must be used to limit disruption to other members of the community. Do not disturb others with loud music and do not move around the school wearing headphones.

13. Taking photographs of students or staff without their permission is an invasion of privacy and is not permitted. Students wishing to take photographs at events must seek permission from the Head of Campus. Images identifying the School or members of the community are not to be uploaded on to any social media or internet sites without the direct permission of the Principal or his delegate.

14. Students are required to mark their electronic devices clearly with their name and Year Level.

15. When travelling to and from school, students are asked to conceal their electronic device from the general public. Use on public transport is highly discouraged.

16. The School does not accept the responsibility for replacing lost, stolen or damaged personal electronic devices. Under no circumstances are electronic devices to be taken into change rooms and left unattended. Students are strongly encouraged to care for their device in a responsible and mature manner.

17. The School reserves the right at all times to review internet usage of students.

18. The School reserves the right to interrogate a device with parental and/or student consent.

Students who breach the above expectations will receive appropriate consequences in line with the School Behaviour Management Plan (as published in the Campus pages on MS-Teams).