



Well-Being Policy

The 'Well-Being' policy incorporates anti-bullying and harassment, school discipline and cyber safety.

Aim

Everyone has the right to be treated with respect. Staff model and teach appropriate social skills, which will allow students to self-regulate in challenging circumstances.

To develop positive well-being, we embed our school values across the curriculum:
Leadership
Effort
Achieve Well-Being
Respect
Nurture

We encourage well-being through the use of positive reinforcement.

Behaviour Management Procedures

Students who are unable to self-regulate, will be supported using the following procedure. This encourages students to be accountable for their behaviour.

- 1 Reminder
- 2 Relocation in class or the yard
- 3 Time out (yard and classroom)
- 4 Time out in another classroom/ Office
- 5 Time out in office
- 6 Take home/ internal suspension
- 7 Internal suspension full day
- 8 External suspension 1 day
- 9 External suspension 1-5 day
- 10 Exclusion

Consequences remain in place for a period of 10 school weeks.

In the event that the student refuses to respond to reasonable adult instructions or harms others physically, these steps may not be sequential.

Recording and Reporting

Communication between staff and parents is imperative to ensure ongoing support of student positive well-being.

Any student behaviour, yard and classroom, beyond step 4 will be recorded on the Lake Wangary Primary School Behaviour Development form and will be recorded onto EDSAS.

Counselling / Re-entry

If required a student can receive support from the Pastoral Care Worker.

A re-entry meeting is required with the Principal, teacher, student and parent/caregiver, after Step 8 (external suspension) this is mandatory.

Well-Being Commitments

Staff are committed to the well-being of all students by:

- Consistently following well-being procedures
- Recognising responsible behaviour and rewarding it eg certificates, postcard/notes sent home, incentives
- Providing counselling for students
- Modelling and teaching appropriate social skills
- Consulting the Principal re serious or continued behaviour problems
- Contacting the parents to keep them informed about student well-being
- Keeping accurate records both in class and the yard
- Implementing KidsMatter
- Attending appropriate Professional Development

Principal is committed to the well-being of all staff, students and parents through:

- Supporting all stake holders
- Contact parents when required to ensure open communication and support
- Supporting conferences
- Overseeing record keeping and interpret data collected regularly
- Involving outside agencies when appropriate (all illegal activities will involve Police)
- Present Data about recorded incidents to Governing council once per term (with discretion to protect individual identities)
- Ensure that new staff, new students and their families are aware of Well-Being Policy
- Ensure that the 'Keeping Safe Child Protection Curriculum' is implemented in all year levels across the school and parents are aware of this program and have access to it

Parents are committed to the well-being of staff and students

- Supporting the school in student well-being
- Contacting staff with concerns
- Encouraging and rewarding positive social interactions

Students are committed to the well-being of themselves and the school community

- Sharing the development of class room expectations
- Displaying responsibility for their own behaviour
- Supporting peers to make responsible choices
- Speaking to an adult when a problem is unsolved

Useful websites for more information:

- www.bullyingnoway.com.au
- www.schools.sa.gov.au/speced2/pages/cybersafety
- www.kidshelp.com.au
- www.cybersmart.gov.au
- DECD Parent Help Line : 1800 222 696
- Kids Helpline: 1800 551 800

Cyber Safety

Overview:

Measures to ensure the cyber-safety of Lake Wangar School are based on our core values. (Leadership, Effort, Achievement, respect and Nurture)

To assist us to enhance learning through the safe use of information and communication technologies (ICT), all parents/caregivers will read this document and sign the Use Agreement Form.

Use Agreement and Practices:

Rigorous cyber-safety practices are in place, which include cyber-safety Use Agreement for staff and students.

Child Protection education, such as Kids Matter and the Child Protection curriculum also include information about remaining safe when using new technologies. Information from these is provided for students and parents.

The computer network, internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Lake Wangary Primary School, and to the effective operation of the school. ICT equipment is for educational purposes which are appropriate to the school environment, whether it is owned or leased either partially or wholly by the school, and used on or off site.

The overall goal of Lake Wangary Primary School is to create and maintain a cyber-safe culture that is keeping within both school values and with legislative and professional obligations.

The User agreement includes information about individual obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school equipment.

All students will be issued with a Use Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Monitoring and Filtering:

Materials sent and received using the network may be monitored and filtered and/or monitoring software may be used to restrict access to certain sites and data, including email. Where a student is suspected of an electronic crime, this may be notified to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and DECD administrators to prevent exposure of children to inappropriate content while using departmental online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD can not filter mobile devices owned by a child. DECD recommends the use of appropriate internet filtering software on all devices. At Lake Wangary Primary School we do not encourage students to bring electronic devices like mobile phones, iPads/iPods/ DS etc to school. However, if they do need to, these devices are to be passed on to a member of staff in the front office for safe keeping during the day. The school takes no responsibility for these devices.

More information about internet filtering can be found on the following websites:

<http://www.acma.gov.au/> Australian Communications and Media Authority

https://kidshelpline.com.au/?gclid=C1vpi5-PhNACFcmTvQod_eEB1A Kids Helpline

<https://bullyingnoway.gov.au> Bullying No Way

Further information:

For further information and/or to discuss any concerns or queries regarding cyber-safety or using the internet and ICT equipment/devices, please contact the Principal.

Strategies to keep Lake Wangary School Cyber-Safe:

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child/children's safety and safe practices, regardless of the time of day. Being cyber-safe is no exception and Lake Wangary School invites all parents/caregivers to discuss with their child/ren the following strategies to help stay safe when using ICT during or after school hours.

- Not using school ICT equipment until the User Agreement Form has been completed and returned to school
- Only using the computers and other ICT equipment for learning
- Only going online or using the school internet when a teacher gives permission and an adult is present
- Always asking a teacher first if unsure whether allowed to do something involving ICT
- Only using their own username and not allowing anyone else to use that user name
- Keeping all passwords private
- Only using the internet, email, mobile phones or any ICT equipment for positive purposes. Not for inappropriate, mean, rude or offensive purposes

or to harass, bully or in anyway harm anyone else, or the school itself – even if it is meant as a joke.

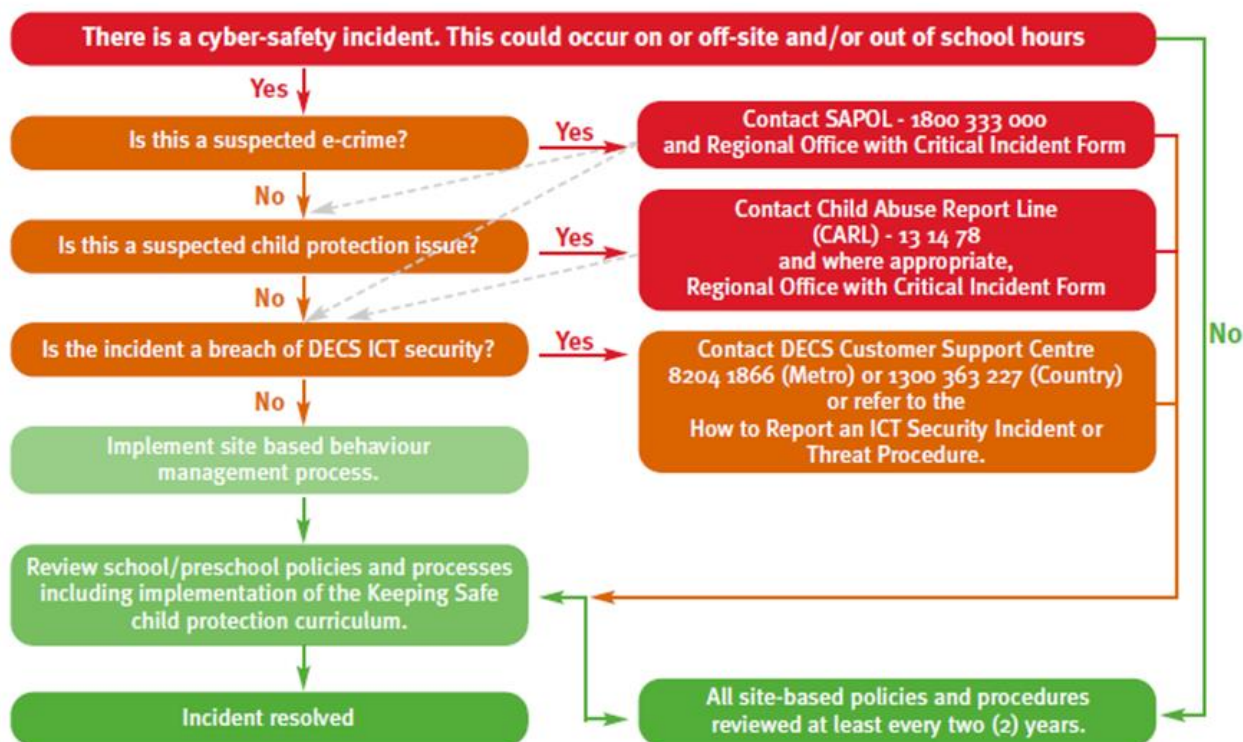
- While at school:
 - only attempting to search for things online that are known to be acceptable at school. This excludes anything that is rude or violent or uses unacceptable language such as swearing, and
 - reporting any attempt to get around, or bypass, security, monitoring and filtering that is in place in the school.
- If anything is found online that is upsetting, rude or mean or is known to be unacceptable at school, students will follow these steps:
 - not showing or sharing the content with others
 - turning off the screen
 - getting a teacher straight away
- Only bringing ICT equipment/devices to school for use on bus. These devices must be given to the staff in the front office until the end of the day.
- Only connecting an ICT device to school ICT technologies (including USB/portable drives, cameras or phones) with permission from the teacher. This includes all wireless/Bluetooth technologies
- Only using devices that have been electrically tested and certified by the school eg chargers
- Only downloading or copying files such as music, videos, games or programs with the permission of a teacher and the owner of the original material to ensure compliance with copyright laws
- Always asking a teacher's permission before putting personal information on line, which includes any of the following:
 - Full name
 - Address
 - Email address
 - Phone numbers
 - Photographs
- Respecting and treating all the school ICT equipment/devices with care, including:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain access to any system
 - Following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
 - Reporting any breakages/damage to a teacher straight away
- Report any system problems to a teacher to be logged on the ICT support <http://plhs.zendesk.com>

Breaches:

If students do not follow cyber-safety practices, the school may inform parents/caregivers, and in serious cases, may take disciplinary action against the student(s). Families may also be charged for any damage or repair costs where applicable.

If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold personal items securely for

potential examination by police. These actions may occur even if the incident occurs off site and/or out of school hours.



Responsibilities:

Lake Wangary School will:

- Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or on ICT equipment/devices at school or at school related activities
- Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world.
- Ensure staff keep up to date about relative risk and educational benefits of online learning activities in learning programs
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents/caregivers/legal guardians or children about cyber-safety issues.

Parents/Caregivers will:

- Discuss information about cyber-safety with their children and explain why it is important
 - <https://www.youtube.com/watch?v=kHYkWtl7004> (Youtube -Privacy Student info)
 - <https://www.youtube.com/watch?v=6TUMHplBveo> (Youtube - Your digital footprint)
- Support the school's cyber-safety program by emphasising to their child/ren the need to follow cyber-safety strategies and sign the Cyber-safety Use Agreement

- Contact the Principal or a teacher to discuss any questions or concerns that they may have about cyber-safety, using of ICT at school and/or the Cyber-safety Use Agreement.

Important Terms:

E-crime – occurs when computers or other electronic communication equipment/devices (eg internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

Inappropriate material – material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school environment

Cyber Bullying – bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technology- such as email, facebook, chat room discussion groups, instant messaging, webpages or SMS (texting) – with the intention of harming another person.

School ICT – refers to the school's computer network, internet facilities, computers, and other ICT equipment/devices.

ICT equipment/devices – computers (such as laptops, desktops, PDAs) storage devices (USB/flash memory devices, CDs, DVDs, floppy discs, iPads/iPods, MP3 players) cameras, all types of mobile phones, gaming consoles, video and audio players/receivers(such as portable CD and DVD players) and any other similar technologies.