



# Cyber Safety Procedure

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<b>Previous Versions</b>	Cyber Safety Procedure (June 2012)	

## 1. Background and context

Berry Street is committed to providing clients/students with safe, supportive and positive access to computers and the Internet which are important aspects in today's changing world. This procedure builds on our Child Safety & Well-being Policy (June 2009).

## 2. Purpose and scope

These cyber safety procedures aim to empower, educate and protect clients and staff in residential care homes, and in Berry Street Education settings, when using Berry Street's technology or network.

## 3. Definitions

Cyber safety refers to the safe and responsible use of the Internet and Berry Street ICT equipment.

ICT equipment & devices in this document, this includes, but is not limited to, computers (PCs, laptops, iPads), storage devices (such as USB devices, CDs, DVDs, iPods, MP3 players) and cameras (video, digital and webcams).

## 4. Procedures

To develop a cyber safe environment for young people, Berry Street commits to the following:

- Acceptable Use Agreements are to be understood and signed by all clients, students and staff who wish to access ICT devices. No access will be granted without a signed agreement.
- Internet filters are installed on all Berry Street computers and Berry Street has the right to monitor access and review all use. This includes personal emails sent and received on Berry Street's computers and/or network facilities at all times.
- Staff will be provided with appropriate training about cyber safety. This is based on the BeNetWise website and encourages empowerment, education and protection when online.
- Clients/students will be encouraged to visit the BeNetWise website the first time they access a Berry Street computer. Staff are expected to interact with clients/students to educate and support them in cyber safety.
- The safety of young people is of paramount concern and there will be a response to any breach of cyber safety. If illegal material or activities are suspected, the matter will need to

be reported to Oncall or the Supervisor and if appropriate an incident report submitted. The matter may also be referred to the Director PCIS and the police if circumstances warrant.

## **5. Authorities and Accountabilities**

### **5.1 Implementation of this procedure with staff**

Staff in residential care and education staff will be introduced and educated about this procedure through Berry Street's cyber safety training and staff supervision.

Senior Managers are responsible for ensuring all staff and clients/students sign an Acceptable Use Agreement.

### **5.2 Implementation of this Procedure with students and clients**

Senior Managers are responsible for ensuring that all appropriate clients in residential units and students in education programs are informed of this Procedure.

### **5.3 Implementation of filters/restricted access**

Manager, Information Technology is responsible for ensuring installation of appropriate security systems, internet providers, software and hardware.

### **5.4 Improper Use of Berry Street computers and other ICT**

Director PCIS is responsible for investigating any improper, unauthorised and potentially illegal use of Berry Street computers and ICT.

## **6. Related Policies and Procedures**

This policy should be read in conjunction with the following.

### **6.1 Berry Street Policies, Procedures and Guidelines**

- Client-Student ICT Acceptable Use Agreement (attached)
- Child Safety & Well-being Policy
- IT Protection & Use Policy

### **6.2 Other key documents/resources**

BeNetWise website

<http://www.benetwise.org.au>



# Cyber Safety ICT Acceptable Use Agreement

Children and young people in Berry Street's care, students of the Berry Street school and education programs and Berry Street staff all have responsibilities to make Berry Street's computer and online environment as safe as possible for everyone. Any illegal use of computers will be taken seriously and may result in police involvement.

## **Berry Street staff responsibilities include:**

- To support and supervise young people to access information communication technology (ICT) in a positive and safe manner. To encourage clients/students to develop their understanding of cyber safety and respond to any misuse appropriately.

## **Children/young people/student responsibilities include:**

- To discuss the Acceptable Use Agreement with staff to make sure you understand it. To follow the guidelines of the home/education setting and seek assistance when needed.

## **Young person/student Acceptable Use Agreement**

When I use Berry Street computers and Internet I agree to:

1. Treat others online as you would like to be treated in real life
2. Not make any attempt to get around or bypass any security, monitoring and/or filtering that is in place on Berry Street computers and information technology
3. Speak to a staff member if any unsafe or rude images or material appears on the screen
4. Keep my passwords and login secure and not share these details with others. *Your account or profile could be hacked or tampered with and you will be responsible if others use your login!*
5. Not bring or download unauthorised programs, including games, onto computers
6. Not purchase anything online without discussing first with a staff member
7. Think before posting personal details like your real name, address, photograph, date of birth, phone number and other indentifying information online. *What goes on the internet stays on the internet!*
8. Never meet up with someone I have met online without taking a friend along
9. Not go looking for unauthorised or offensive sites which would include, pornography, cruelty or violence, gambling or anything related to bullying or harassment
10. Allow staff to supervise the use of computers
11. Not consume food or drink when using the computer

*I have read or had the Acceptable Use Agreement explained to me, I agree to these conditions and understand that if I do not follow these conditions I may lose my ICT privileges.*

Client/Student Name:..... Signature:.....Date:..../.../.../

Staff Member Name:..... Signature:.....Date:..../.../.../