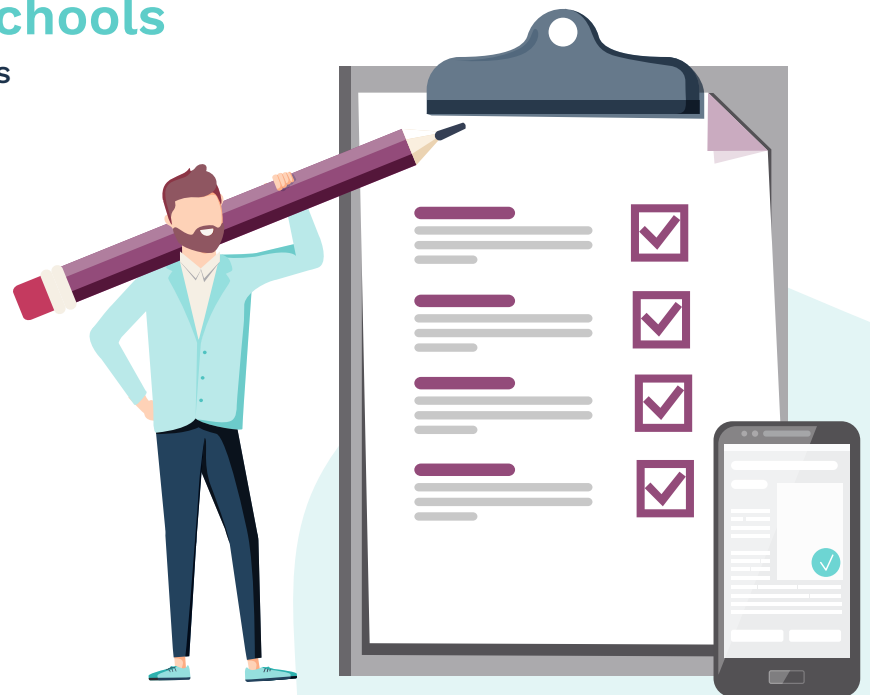


Checklist for developing effective online safety policies and procedures

eSafety Toolkit for Schools

Creating safer online environments



This checklist aims to help schools develop and implement online safety policies and procedures, tailored to the needs of their communities.

Effective online safety policies:

- detail the school's commitment to online safety
- clarify the expected behaviours, rights, responsibilities and roles for each member of the school community
- provide guiding principles and procedures that seek to mitigate online safety risks
- inform school actions when responding to online safety incidents
- support school community awareness of how the school is meeting its obligations to support a safe online environment.

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Checklist for effective school policies and procedures

Yes

Important note – Policies and procedures should be consistent with, and informed by, education department or sector policies and procedures.

Engage staff, students and parents/carers

Work with staff, students and parents/carers to regularly identify key and emerging online safety issues and determine whether current policies and procedures address these.

Hear from a diverse range of voices so that responses are relevant to all groups. This will help everyone to understand their roles, rights and responsibilities when addressing online behaviour.

Consider the needs of all students including those with disability, Aboriginal and Torres Strait Islander students, LGBTQI students, those from diverse linguistic and cultural backgrounds, students experiencing family breakdown or in out of home care and others who may be more vulnerable and susceptible to online harms.

Organise a team

Establish a team of staff members to champion online safety and be a first point of contact for other staff, students and parents/carers when reporting online safety issues. This could be the existing student wellbeing team or staff with interest or skills in online safety.

Support the team to keep up to date with current and emerging online safety issues through regular [professional learning](#), signing up to [updates from the eSafety Commissioner](#) and reviewing eSafety's [Activities for students to take the lead in online safety](#).

Embed online safety within school policies, procedures and practices

Ensure school procedures are consistent with applicable national, state and territory laws and policies, such as those relating to child protection, mandatory reporting, work health and safety, privacy, wellbeing, anti-bullying, behaviour management and codes of conduct. This will help to ensure online incidents are part of the overall legal and policy framework of the school.

Checklist for effective school policies (continued)	Yes
Develop clear and accessible procedures	
Set clear expectations and a code of conduct about the use of digital devices (e.g. computers, laptops, phones, tablets, wearable technology, cameras and other personal devices) as well as online collaboration platforms and social media that is used at school, for school purposes or in a way that impacts the school community.	
Include clear incident response pathways and processes so that all staff (including casual and supply relief staff), students and parents/carers are aware of how to deal with inappropriate behaviour.	
Set expectations for how all members of the school community behave online. These could be embedded within existing behaviour management procedures or set out as an acceptable use of technology/devices policy, student agreement, code of conduct or school charter . These expectations should be widely communicated and accessible to all.	
Communicate openly with the school community	
Outline how the school will communicate online safety issues with members of the school community, including when and how students and parents/carers will be consulted about policies, expected responsibilities and behaviour.	
Include information about what students and parents/carers can expect if an incident occurs, including when and how parents/carers will be contacted, as well as the support and referral services available.	
Make procedures publicly available	
Promote online safety at assemblies and year level meetings and in newsletters. Publish procedures and guidelines on the school website and in high-traffic areas such as the front office, bathrooms, First Aid area, library and student services area.	
Review regularly	
Review policies and procedures regularly — at least annually — as technologies evolve rapidly. Try to future-proof policies by not naming products or platforms.	