

# Online Safety

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# Online Safety St Martins

ONLINE SAFETY

# Introduction

St Martins is dedicated to the safety of all children participating in its workshops, including its new digital drama workshops, rolling out in April 2020. This document is intended to provide parents with information about our digital safety precautions – our obligations to your child; and in addition will outline the rules we require your child abide by and your parental responsibilities. The document will also outline St Martins' procedures to address inappropriate online behaviours, as well as offering clear steps when children, teenagers or parents wish to raise issues.

## Cyber safety features of Zoom

St Martins aims to protect the online safety and wellbeing of all its young people. St Martins will be employing the following safety features of the Zoom software to ensure safety during their workshops:

1. Young People will not be allowed to join meetings without a Lead Artist (or in Zoom terms a 'Host') present, therefore eliminating unsupervised online communications.
2. St Martins digital workshops will be password protected, to ensure that outside parties are not able to join the meeting.
3. St Martins will disable the 'private chat' function to ensure that young people are not able to communicate / share online content without supervision.
4. When using the 'breakout room' function, St Martins artists will continually rotate between rooms for maximum supervision, however there may be short periods of times when young people are not directly supervised.
5. When screen-sharing, St Martins staff will ensure that only content appropriate for children is visible.
6. Parents should consider, where in the house their child will use Zoom software, noting that the camera will allow other class members to see into your home. Zoom gives its users the ability to add a 'virtual background' to protect privacy. You can read about that function here: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

St Martins asks all families to agree to an online behaviour policy that will be enforced appropriately in accordance with the severity of each incident.

Further information about Zoom's security guide and privacy practices is available [here](#).

# Online Behaviour Agreement

## A. Behavioural Requirements for participation in St Martins' Online Workshops

- A clear understanding of expectations in any given environment is essential to creating a safe space for our young people to thrive. Moving our workshops online presents new terrain for us to navigate together. The distance and anonymity of communicating online can change the way that people relate to each other. However, just like our in-person workshops, we encourage our young people to always treat each other with respect.
  - Please read the following online behaviour agreement. If you require further clarification of any points, don't hesitate to get in contact with our staff.
1. **Parents or guardians should provide appropriate supervision for their child.** For children under 8, parents or guardians must be present during the workshop. For young people aged under 15, parents or guardians should be supervising from within the same premises.
  2. **Young people should always consider the appropriateness of any material that they share with the group.** They will not share images, language or video content that is sexual, violent, racist, profane or provocative in nature. Participants will not share content from sites that do not align with St Martins' values of inclusion and respect, or that would bring St Martins into ill repute. These include, but are not limited to hate group websites, conspiracy theory websites, imageboard websites of ill repute and websites requiring age confirmation before entry.

3. **Young people will communicate positively and respectfully with other members of their class.** When in a St Martins workshop, they will not engage in online bullying, teasing or name-calling through the chat function, or video functions of Zoom.
4. **Young people will respect the privacy of their classmates.** They may not voice record, video record, photograph or screen shot any part of the workshop.
5. **Young people should consider the content on their computer if they are invited to screen share.** They must omit any inappropriate material from their screen prior to screen sharing on this platform.
6. **Young people will not share any images or video unless invited to share by the workshop artists.** They must not attempt to share any images or video content unless invited to do so by the workshop artists.
7. **Young people will not engage in any online behaviour that is illegal or harmful to others (such as grooming, catfishing, impersonation, threats).** They must at all times refrain from any behaviour that can be considered illegal or harmful to any participants in the workshop including the workshop artist.



Teaching Artists getting ready to go digital!

## B. How St Martins Addresses Inappropriate Behaviours

St Martins deals with issues in a proactive and positive way. We do not ignore negative, disruptive or aggressive behaviour because it compromises the learning outcomes and safety of all participants. St Martins uses a process called Restorative Practices (a focus on repairing relationships rather than blaming).

We use different restorative processes for appropriate age groups

### 5 – 13-year-olds

#### FIRST STAGE: WARNING

An in-workshop **3 step warning** system is used to provide the child with the opportunity to address any ongoing inappropriate behaviour. A student is discreetly invited into a one on one break out space by the Inclusion Artist and issued with a clear first warning and direction as to how to address the inappropriate behaviour. This procedure will be followed again if there is a need for a second warning. If there is cause for a third warning, parents will be notified by phone or email after the workshop.

#### SECOND STAGE: TIME OUT

If a child fails to respond after all attempts of integration have been unsuccessful, the child will be suspended from participating in the rest of the session (time out) and the parent will be contacted after the workshop.

#### THIRD STAGE: SUSPENSION FROM WORKSHOP

Dangerous, violent, intimidating or aggressive behaviour will result in the child being suspended from the digital workshop sessions for one or more sessions depending on the behaviour and parent/child discussion. A strategy meeting to discuss issues will be arranged with a St Martins staff member, parent/s and young person. Suspension from the workshop is at the discretion of the Lead Artist.



*Our digital term starts April 20th, enroll online today!*

## Teenagers

As with the younger children, teenagers' inappropriate behaviour will be discreetly and privately addressed with the young person by the Inclusion Artist within the session. After three fair warnings, the young person may be suspended for the rest of that session.

Violent, aggressive and intimidating behaviour will not be tolerated and will result in the young person being suspended from the workshops for one or more subsequent sessions at the discretion of the Lead Artist and depending on outcomes of discussions with the young person and their parent/s.

St Martins may provide an alternative senior staff member to provide support resolving any workshop issues that have not been resolved by the Lead and Inclusion Artists. Emergency or parent contacts may be used to confidentially discuss best practice plans to further individual student engagement in the workshops. Unexplained absences will be followed up by the Lead Artist.

### QUESTIONS?

Contact: [info@stmartinsyouth.com.au](mailto:info@stmartinsyouth.com.au)