



# eSafety checklist for schools

The checklist has been developed for schools to identify online risks and as a guide to improving reporting and communication. The checklist is not intended to be exhaustive and there will be risks not mentioned. Some of the checklist questions refer to “the policy” but schools may have several policies that cover the issues raised. For more information refer to the [eSafety website](#) and the hyperlinks in the electronic version of this document.

<b>Policies - general</b>		<b>Yes</b>
<b>1</b>	Is the use of social media, technology devices and their impact on student wellbeing covered in any of the following: <ul style="list-style-type: none"> <li>• code of conduct policy</li> <li>• social media policy</li> <li>• anti-bullying policy</li> <li>• BYOD/BYOT policy</li> <li>• acceptable use policy</li> <li>• student wellbeing policy</li> <li>• child protection policy</li> <li>• other?</li> </ul>	<input type="checkbox"/>
<b>2</b>	Does the policy adhere to the elements of a <a href="#">child safe institution/organisation?</a> (recommended by the Royal Commission into Institutional Abuse)	<input type="checkbox"/>
<b>3</b>	Does the policy link to the school’s code of conduct, discipline procedures and/or restorative justice practices?	<input type="checkbox"/>
<b>4</b>	Does the policy cover: <ul style="list-style-type: none"> <li>• employees</li> <li>• students</li> <li>• parents/carers?</li> </ul>	<input type="checkbox"/>
<b>5</b>	Have students, employees and parent/carer representatives been involved in policy development?	<input type="checkbox"/>
<b>6</b>	Is eSafety an issue that falls under the responsibility of the child protection committee or a child safeguarding committee?	<input type="checkbox"/>
<b>7</b>	Are students, employees, and parents/carers required to sign an acknowledgement that they have read and understood an acceptable use policy?	<input type="checkbox"/>
<b>8</b>	Are there processes in place to ensure non-English speaking students and parents/carers understand the policy?	<input type="checkbox"/>
<b>9</b>	Does your policy outline appropriate ways for students, employees and parents/carers to communicate and raise online issues and concerns with the school?	<input type="checkbox"/>
<b>10</b>	Does the policy refer to procedures when students are exposed to explicit imagery at school?	<input type="checkbox"/>
<b>11</b>	Is there a clear process for recording breaches of policy?	<input type="checkbox"/>



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Policy - general continued		Yes
13	Do students know how to <a href="#">recognise and report</a> anything that makes them feel uncomfortable or worried online?	<input type="checkbox"/>
14	Does the policy have links to support agencies including the <a href="#">Office of the eSafety Commissioner</a> , <a href="#">Kids Helpline</a> , <a href="#">ehelpspace</a> and <a href="#">Parentline</a> ?	<input type="checkbox"/>
15	Does the school consult/engage students on eSafety issues to inform policy and practice?	<input type="checkbox"/>
16	Are there timelines for policy review?	<input type="checkbox"/>
Expectations		Yes
17	Does the policy include an outline of acceptable and non-acceptable behaviours and expectations related to: <ul style="list-style-type: none"><li>• terms of use</li><li>• age-appropriate access</li><li>• <a href="#">cyberbullying</a></li><li>• the <a href="#">non-consensual sharing of intimate images</a> and or <a href="#">image-based abuse</a></li><li>• <a href="#">explicit imagery</a></li><li>• the use of school name, crest, logo, uniform on social media</li><li>• student–student, student–teacher, teacher–parent, teacher–teacher communication</li></ul>	<input type="checkbox"/>
18	Does the policy set clear expectations regarding: <ul style="list-style-type: none"><li>• student social media use during school hours</li><li>• student use of school-provided devices outside of school hours</li><li>• personal and professional use of social media by employees?</li></ul>	<input type="checkbox"/>
19	Are students, employees and parents/carers aware of the steps the school will take for policy breaches?	<input type="checkbox"/>
20	Are positive social values consistently communicated across the school in order to encourage online behavioural expectations?	<input type="checkbox"/>
Consent and privacy		Yes
21	Does the policy link to a consent form (personal information, image, recording or copyright material) that needs to be signed by parents/carers?	<input type="checkbox"/>
22	Does the policy clearly explain how the school will manage the sharing of <a href="#">photos and videos of students</a> ?	<input type="checkbox"/>



Consent and privacy continued		Yes
24	Does the policy address privacy issues including: <ul style="list-style-type: none"><li>• closed or open access</li><li>• personal data of users</li><li>• the publishing of student names</li><li>• the storing of photos and videos taken by employees</li><li>• students who may be subject to intervention orders</li><li>• responsibilities around moderating school social media sites?</li></ul>	<input type="checkbox"/>
Curriculum		Yes
25	Is there a program of <a href="#">eSafety education</a> , (including respectful relationships) across all years?	<input type="checkbox"/>
26	Does the policy cover the acceptable use of social media and apps for curriculum purposes?	<input type="checkbox"/>
Training and communication		Yes
27	Are all employees trained regularly on identifying and managing eSafety issues?	<input type="checkbox"/>
28	Are employees regularly reminded of the policy and their responsibilities?	<input type="checkbox"/>
29	Does employee training include procedures on how to deal with social media incidents?	<input type="checkbox"/>
30	Have these procedures been tested on potential or actual scenarios with employees?	<input type="checkbox"/>
31	Are social media scenarios included in child protection training?	<input type="checkbox"/>
32	Are the procedures for reporting and recording eSafety incidents included in employee training?	<input type="checkbox"/>
33	Do you have a <a href="#">parent</a> engagement strategy to communicate social media and technology related information? <ul style="list-style-type: none"><li>• <a href="#">Trending apps, games and social media sites</a></li><li>• SMS messages sent directly to parents/carers</li><li>• Information or training nights for parents/carers</li><li>• <a href="#">Where to go for help</a>, including the <a href="#">Office of the eSafety Commissioner</a>.</li></ul>	<input type="checkbox"/>
34	Does the school reference significant dates and events like <a href="#">Safer Internet Day</a> and the <a href="#">National Day Against Bullying and Violence</a> into the school's calendar?	<input type="checkbox"/>