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Hungarian School Sydney – Cyber Safety Policy for Online Learning

1. Purpose

The purpose of this policy is to ensure a safe, secure, and positive online learning environment for students, teachers, and parents participating in Hungarian School Sydney's virtual classes. This policy outlines the measures taken to protect students from cyber threats, promote responsible online behaviour, and comply with the guidelines set by the NSW Department of Education.

2. Secure Use of Technology

- All online classes will be conducted using secure video conferencing platforms (e.g., Zoom) with strict privacy settings.
- The following security measures will be implemented:
    - **Waiting Rooms** will be enabled to control access to sessions.
    - **Meeting links and passwords** will only be shared through secure communication channels.
    - **Screen sharing** will be restricted to teachers unless otherwise required.
    - **Private chat** between students will be disabled to prevent unauthorized communication.
    - **Recording of classes** is only permitted with prior consent and will be stored securely.

3. User Access and Authentication

- Students must use their **full names** when joining online classes to facilitate identification.
- Teachers will verify student identities before granting access to class sessions.
- Only approved students, staff, and invited observers are permitted to attend classes.
- Meeting links must not be shared publicly or forwarded to unauthorized individuals.

4. Online Behaviour and Code of Conduct

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- All students, teachers, and parents are expected to adhere to appropriate online behaviour standards:
    - **Respectful communication** is required at all times.
    - **Personal information** (e.g., addresses, phone numbers) must not be shared.
    - **Cyberbullying, inappropriate language, or disruptive behaviour** will not be tolerated.
    - Students should remain visible on camera unless otherwise instructed by the teacher.
    - Teachers may mute or remove students from sessions if behaviour is deemed inappropriate.

5. Monitoring and Reporting

- Teachers will actively monitor online classes to ensure compliance with this policy.
- Any instances of cyberbullying, inappropriate conduct, or security breaches must be reported to school administrators immediately.
- Parents will be informed of any incidents in a confidential and appropriate manner.
- Regular feedback sessions will be conducted to address cyber safety concerns.

6. Digital Safety Training

- All teachers must complete **cyber safety training** as part of their professional development.
- Students will receive **age-appropriate digital literacy education**, covering:
    - Safe online behaviour and digital citizenship.
    - Recognizing phishing scams, fraud, and other online threats.
    - Responsible use of chat functions and online collaboration tools.
- Parents will have access to workshops and resources to help support their child's online safety.

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7. Data Protection and Privacy

- All student data, including attendance records and class recordings (if applicable), will be stored securely and accessed only by authorized personnel.
- Personal information will not be shared with third parties under any circumstances.
- Teachers and students must use school-approved platforms for all online learning activities.

8. Parent and Community Engagement

- Parents will receive regular updates on:
    - Cyber safety practices and new security measures.
    - Their child's participation and behaviour in online classes.
- A designated support channel (email, WhatsApp, or Google Classroom) will be available for parents to raise concerns or seek assistance regarding online learning.
- Parents will be encouraged to take part in online cultural and educational activities where relevant.

9. Policy Compliance and Review

- This policy applies to all students, staff, and parents involved in Hungarian School Sydney's online learning program.
- Compliance with this policy is mandatory, and any breaches will be addressed in accordance with the school's disciplinary procedures.
- The policy will be reviewed annually or as required to reflect emerging cyber safety trends and best practices.