



Student Online Safety Guidelines

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1. Purpose and Commitment

At Central Regional TAFE (CR TAFE), your safety and wellbeing—both in physical and online environments—is our top priority. These guidelines are here to help you understand how to stay safe, act respectfully, and know where to go for help if you feel something is wrong.

Students must act in accordance with the [Student Code of Conduct](#). The expectations of student behaviour are based upon students treating staff and fellow students with courtesy, respect and care in physical and online environments.

We follow the latest advice from the eSafety Commissioner to make sure our practices are current and supportive. Visit the eSafety Tertiary Hub for students:

<https://www.esafety.gov.au/educators/tertiary-hub/students>

2. Respectful Online Behaviour

Online learning is a shared space, and just like in a classroom, everyone deserves to feel safe and respected. You are expected to treat your lecturers and fellow students with courtesy and care. This includes using respectful language, avoiding bullying or harassment, and following netiquette rules:

Be respectful: avoid using offensive language, insults or derogatory remarks. Remember that there are real people behind the screens

Think before you post: consider the impact of your words before sharing them online. Ask yourself if you would say the same thing in person. If not, reconsider posting it.

Use a friendly tone: your tone can be easily misinterpreted online. Use polite and friendly language to convey respect and understanding.

Avoid All Caps: typing in all capital letters or a red font is often interpreted as shouting. Use standard capitalisation to maintain a calm and respectful tone.

Be mindful of Humour: humour and sarcasm can be easily misunderstood in written form. Be cautious when using them, as they can lead to miscommunication.

Limit Forwarding and Spam: avoid sending unsolicited advertisements or excessive messages. Respect others' time and inbox space.

Be Empathetic: practice patience and understanding when interacting with others. Acknowledge different perspectives and respond thoughtfully.

It is unacceptable to use CR TAFE's (or any) online platforms, email accounts or social media for image-based abuse, online abuse, sexual extortion, harassment or other types of inappropriate behaviour.

We recommend that you think very carefully before you say things about anyone else online or in an email or message. If you or someone you know is in immediate danger, phone 000.

Learn more about respectful behaviour online: <https://www.esafety.gov.au/educators/tertiary-hub/students>

3. Privacy and Consent

Your personal information—including your name, photo, video, or work—should only be shared with your permission. If you're unsure about sharing something online, ask first or speak to your lecturer. We also encourage you to manage your privacy settings during online classes, such as blurring your background or turning off video when needed.

Tips on protecting your privacy: <https://www.esafety.gov.au/educators/tertiary-hub/students>

4. Safe Use of Technology

Use only CR TAFE approved platforms like MS Teams, Blackboard or Outlook for your learning and communication. Avoid using personal social media accounts to contact staff or share course-related content. This helps protect your privacy and keeps interactions professional and secure.

Stay alert for scam emails and never click on a link or open a file that you do not trust or were not expecting.

Tips for online safety: [How to manage your digital safety settings | eSafety Commissioner](#)

5. Reporting Online Safety Incidents

If something happens online that makes you feel uncomfortable or unsafe—such as cyberbullying, inappropriate messages, or image-based abuse—**talk to someone** and please report it. Getting someone's support can make you feel better, and they can start helping you fix the problem. You can speak to your lecturer, contact Student Services, access the Employee Assistance Program, or use the support options listed on the [Student Wellbeing](#) page.

We take a victim-centered approach and will support you through the process. How to report online abuse: <https://www.esafety.gov.au/report>.

6. Using CR TAFE's Identity Online

If you're part of a club or group that uses CR TAFE's name or logo online, make sure it's used appropriately. Social media is for connecting—not for complaints. If you have concerns, please use our internal communication channels to seek help and resolution.

7. Staying Informed

Online safety is always evolving. We encourage you to check the eSafety Commissioner's website regularly for updates and resources. Explore student resources here:

<https://www.esafety.gov.au/educators/tertiary-hub/students>

8. Cyberbullying can be a crime

In serious cases, cyberbullying can be a crime. There is a national law that makes it a crime to use a phone or the internet in a way that is menacing, harassing or offensive. To be considered a crime, the behaviour must be likely to have a *serious effect* on the person targeted. Some of these include Threats, Stalking, Unauthorised Access, Defamation and Encouraging Suicide.