



# eSmart Policy 2018

## **Purpose:**

Grovedale Primary School is an eSmart school and promotes cybersafety in the school and extended community. We recognise the need for students to be smart, safe and responsible users of digital technologies. We recognise the importance of Information and Communication Technology (ICT) in preparing students for the world around them and believe ICT is an integral part of the curriculum. The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks (such as cyberbullying, online sexual predation, sexting, identity theft and fraud) when using the internet and online applications using computers, laptops, mobile phones and other electronic personal devices.

We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

## **Scope:**

This policy applies to all staff and students at Grovedale Primary School and we also hope that the prevailing positive messages influence our greater school community too.

## **Policy:**

- Staff are trained in the philosophies of the eSmart program and are provided with the information necessary for Cybersafety education.
- All students will undertake a Cybersafety program and at the beginning of each year all students will be required to sign an Acceptable Use Agreement before they will be permitted to use any information and communication technologies (ICT) at school.
- The school community will be provided with Cybersafety information on a regular basis.
- Safe and responsible online behaviour is explicitly taught and parents/carers are requested to reinforce this behaviour at home. Parents/guardians can view the Cybersafety programs at [www.cybersmart.gov.au](http://www.cybersmart.gov.au)
- Staff will raise student awareness of issues such as online privacy and intellectual property including copyright, and that some online activities are illegal and will be reported to police.
- The school will provide and maintain a filtered internet service in line with DET regulations.
- Staff will supervise students when using digital technologies for educational purposes whilst acknowledging that full protection from inappropriate content can never be guaranteed.
- Mobile phones and other personal electronic devices may only be brought to school with prior permission of the Principal. Mobile phones will be locked in a secure place each day. Parents/guardians and students must comply with the conditions of use as outlined in the Roslyn Primary School Student Engagement Policy.
- Staff will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- All incidents of cyberbullying must be referred to the Principal, Classroom Teacher, Welfare Officer and eSmart Coordinator for investigation and any action taken will be in line with the Student Engagement Policy. Incidents will be investigated and recorded in a register maintained at school.

- Parents/guardians will be notified and will be expected to meet with school staff if students are involved in any incidents of cyberbullying.
- Students are advised to report an incident to their teacher immediately if:
  - They have experienced an incident of cyberbullying
  - They feel the welfare of other students at the school is being threatened
  - They come across sites which are not suitable for our school
  - Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information
  - They accidentally do something which is against the rules and responsibilities they have agreed to
- When the Acceptable Use Agreement is broken consequences are as follows:
  - A note will be sent home in the student diary informing parents/guardians, or a call will be made to parents/guardians depending on the offence
  - The offence will be recorded by the teacher and eSmart Coordinator in the Incident Record Log
  - Computer time will be restricted at school, and will be recommended as a consequence at home
  - A restorative conference will be held with those affected
  - The student will receive a lunch time detention
  - The student will receive a demerit point
- Student Code of Conduct for using the Internet and online Apps
  - I understand that using the Internet at Grovedale Primary School is for educational, research or learning purposes only.
  - Before I begin to use the Internet I will ask permission of the teacher
  - I will only search words relevant to the current topic
  - I will show the teacher any message before I send it
  - I will tell the teacher if I find strange or inappropriate material
  - I will not give out any name, address or phone number while on-line
  - I will not complete on-line details or surveys, unless teacher directed
  - I will use appropriate and polite language
  - I will check with the teacher before printing
  - I will abide by copyright rules
  - I will acknowledge work copied from the Internet as work which is not my own
  - I will not knowingly introduce any computer virus
  - I will not download software or apps from the Internet without permission from the ICT co-ordinator or class teacher
  - I will take care of the digital equipment and behave appropriately when using equipment.
  - I understand that social networking media is only to be used by people over the specified age
- The Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

**Further Information and Resources:**

- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy

- Cyberbullying Policy
- [www.cybersmart.gov.au](http://www.cybersmart.gov.au)
- [www.esmart.org.au](http://www.esmart.org.au)

## APPENDIX 1

### **Acceptable Use Agreement**

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

### ***Signature***

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement, the eSmart Policy and in particular the Student Code of Conduct for using the Internet and online Apps section of the policy.

I understand that there are actions and consequences established within the school's Student Wellbeing and Engagement Policy and Discipline Policy if my child does not behave appropriately.

Student name: \_\_\_\_\_

School name: \_\_\_\_\_

School contact name: \_\_\_\_\_

School contact no.: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This policy was ratified by School Council in **March 2018** and is scheduled for review in **March 2021**.