



## eSMART POLICY AND PROCEDURES

**Reviewed: 21/10/2017**

**Due for Review: November 2020**

### Definition

An eSmart school is where information and communications technology is used in a safe and responsible manner. Students, teachers and the wider school community are equipped to embrace the best these technologies can offer. In eSmart schools, relationships are strong and supportive and learning outcomes are enhanced. Bullying and Cyberbullying are therefore less likely to thrive.

### Purpose

The internet and digital technologies are now very much a part of life and learning. As an increasingly interactive medium, it brings with it exciting educational opportunities, but at the same time it also brings risks. Sorrento Primary School has an obligation to provide a safe, secure and caring environment. Sorrento Primary School maintains a zero tolerance policy to the bullying of students and staff and includes zero tolerance of child abuse in all school environments and outside of school hours. Fundamentally, cyber-safety is an area that requires a high level of community cooperation.

### Aims

- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.
- To establish clear expectations for the Sorrento community with regard to cyber (online) safety.

### Definitions

- *Cyber-safety* refers to the safe use of the internet and ICT equipment/devices including mobile phones.
- *Cyberbullying* is when an individual, or group, use the internet, mobile phones, or other technologies to intentionally hurt another person or group of people. *Cyberbullying* is often covert bullying.
- ICT equipment/devices in this document includes, but is not limited to, computers, laptops, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, and any other technologies as they come into use.

### Documentation in place

Student Engagement Policy

Mobile Phone Policy

Bring Your Own Device (BYOD) Policy

### Implementation

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our school will have censorship filtered internet.
- The ICT Manager will liaise with staff and the technical support to maintain the schools' website, web filters and other issues related to internet access by students and staff.
- The school undertakes to ensure that information published on the internet by students or the school is of a high standard and meets legal requirements and standards of general practice within the community in relation to copyrights, safety and decency.
- While the school has in place stringent internet filters to prevent inappropriate sites being accessed, it is the responsibility of the teacher in charge to oversee all computer usage.

- When a wet day timetable is in place, computer or devices may not be used by students, due to teacher supervision issues.
- All students shall be responsible for notifying the ICT Manager/their teacher of any cyber – bullying so that appropriate measures can be taken by the school.
- Signed consent is required to publish work, photos or videos on the internet.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.
- All members of the school community should be aware of and have knowledge of the documents listed above.
- All teachers must discuss/teach the content of the Acceptable Use Agreement in Term One of each year.
- All students in years P-6 are to complete and sign the appropriate Student Acceptable Use Agreement annually.
- Parents of students in years 3-6 must sign a copy of the Acceptable Use Agreement annually.
- A copy of the Acceptable Use Agreement must be displayed in all classrooms.
- Any breaches of the above agreements must be recorded. Parents are to be notified by phone of any breaches.
- Information will be provided to the school community through newsletters, information sessions and the school's website.

### **Student Expectations**

- Students must sign and follow the guidelines listed in the Acceptable Agreement.
- Students are encouraged to report any incidents of Cyberbullying or inappropriate use of technology that they become aware of. Students are expected to report such matters to both parents and school staff.

### **Parent Expectations**

- Parents are expected to be familiar with the school's Acceptable Use Agreement (P-6). Familiarity will enable parents to support students in adhering to the expectations set out in this document.
- It is essential that parents report any incidents of cyberbullying or unsafe cyber-behaviour that they become aware of to the school.
- Parents are to sign the Acceptable Use Agreement 3-6.

### **Staff Expectations**

- Staff are to provide education around the safe and ethical use of the internet and digital technologies during Term One of each year. Resource: <https://esafety.gov.au/education-resources/classroom-resources>
- Staff are to model and teach eSmart - Cybersafety as part of their classroom curriculum.
- Staff are to ensure that students adhere to the Acceptable Use Agreement. They must document any breaches, and follow through with actions when required.
- Staff are expected to report all cases of Cyberbullying which come to their attention, to school leadership.

### **Evaluation**

This policy will be subject to a regular cycle of reviews.



## STUDENT ACCEPTABLE USE AGREEMENT – Prep-Year 2

**When I use digital technologies:**

**I communicate appropriately by thinking and checking that what I write or post is polite and respectful.**

This means I will:

- respect others and communicate with them in a supportive manner, and never write or participate in online bullying;
- acknowledge the source of any ideas that I use from the internet by including relevant website links and won't copy someone else's work or ideas and present them as my own.

**I protect personal information. I am aware that my full name, photo, birthday, address and phone number is personal information and this information should not be shared online.**

This means I will:

- protect my password and won't share it with others;
- join a space online only with my parents' or teacher's guidance and permission;
- only answer questions online that ask for any personal information with the permission of my parents' or teachers;
- protect friends' information in the same way.

**I look after myself and others by thinking about what I do and share online.**

This means I will:

- search for and use spaces and sites that are safe and appropriate (not any that are rude or violent);
- speak to a trusted adult if someone is unkind to me;
- speak to a trusted adult if I know someone else is upset or scared;
- either turn off the screen or use the back button if I see something that makes me feel upset or that I don't like, and tell a trusted adult;
- protect and not share my friends' personal information such as their full names, birthdays, school names, addresses and phone numbers.

**I look after the equipment I use.**

**I understand and agree to comply with each of the statements in this agreement.**

**Signed:** \_\_\_\_\_

**Grade:** \_\_\_\_\_



## STUDENT ACCEPTABLE USE AGREEMENT – Years 3-6

**I agree to be a safe, responsible and ethical user of digital technologies at all times.**

This means I will:

- carefully consider the content that I upload, post or search for online, as this is often viewed as a personal reflection of who I am;
- protect my privacy and the privacy of others by not giving out personal details, including names, telephone numbers, addresses, passwords or images;
- respect others and communicate with them in a supportive manner, and never write or participate in online bullying;
- talk to a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours;
- turn off the screen or use the back button if I see something that I don't like or something that is inappropriate, and inform a trusted adult;
- check the terms and conditions of sites that I use (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seek further explanation from a trusted adult;
- abide by copyright regulations, including citing references and requesting permission to use images, text, audio and video as appropriate;
- only bring to school or download authorised programs, including games;
- be respectful of the equipment that I use and notify a teacher if any equipment requires attention.

This Acceptable Use agreement applies to ICT equipment/devices including, but not limited to: computers, laptops, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, and any other technologies as they come into use.

**This Acceptable Use Agreement applies when I am using any of the above ICT equipment/devices at school, during school excursions, camps and extra-curricular activities, and at any time that I am communicating with members of the school community.**

**I understand and agree to comply with each of the statements in this agreement.**

Student's Signature:

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Date:

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Parent/Guardian's Signature:

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Date:

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Teacher's Signature:

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Date:

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