



eSmart Policy

Rationale:

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 with the skills and knowledge to embrace and safely navigate technologies.

Guidelines:

- to provide a safe, secure and caring learning environment.
- to develop safe practices for the use of the internet for learning.
- to establish clear expectations for students, teachers and the community when using technology.
- to explicitly teach students safe, responsible and respectful online behaviours.
- to achieve accreditation as an eSmart school by meeting all criteria as outlined in the eSmart System tools.

DEFINITIONS:

Bullying is when someone, or a group of people, who have more power at the time, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion. Bullying maybe direct (such as verbal bullying, name calling, insults, homophobic and racist remarks, physical actions) and indirect (lying and spreading rumours, playing nasty jokes, embarrassing, humiliating, mimicking, encouraging others to socially exclude others, damaging someone's reputation, forwarding messages).

Cyber refers to the virtual online world, which can be accessed through a variety of technology (computers, ipads, mobile phones, ipods).

Cybersafety is the act of maintaining your own and others personal security and wellbeing while interacting with the online world. (It applies to your full name, address, phone number, school, age, birthday, email address).

Cyberbullying is when an individual, or group, uses digital technology devices to intentionally hurt another person.

Digital Literacy is the knowledge, skills, and behaviours used in a broad range of digital devices such as smartphones, tablets and laptops.

Digital Citizenship is the social skills and protocols of responsible behaviour when using technology.

Digital Footprint is a trail left by interactions in a digital environment. In social media, a digital footprint is the size of the person's 'online presence' measured by the number of individuals with whom they interact.

Digital Literacy is the ability to effectively and critically navigate, evaluate and create information using a range of digital technologies.

Netiquette is the set of social conventions that facilitate interactions over networks. **Social Media** is the means of interactions among people in which they create, share and exchange information and ideas in online communities and networks (such as Facebook, Twitter and Instagram).

STUDENT EXPECTATIONS:

Students are always expected to exhibit safe and responsible behaviours when using school equipment and communicating off and online.

Students must sign and follow the guidelines listed in the Acceptable Use Agreements before commencing online activities.

Students are encouraged to talk to a parent or teacher if they or others feel uncomfortable participating online because of unsafe, inappropriate or hurtful online behaviours.

Students are expected to maintain their personal security and that of others by keeping personal information secure including usernames and passwords.

Students are expected to only take appropriate photos, audio and video with permission for educational purposes and not publish on online spaces.

PARENT EXPECTATIONS:

Parents are always expected to exhibit and reinforce safe and responsible behaviours when communicating off and online.

Parents are expected to supervise students when they are online.

Parents are expected to sign and be familiar with the school's Acceptable Use Agreement and support students to meet expectations.

Parents are expected to report any incidents of cyberbullying or unsafe cyber-behaviour that they become aware of happening at school to the school.

Parents are expected to meet with staff if students are involved in cyberbullying incidents.

TEACHER EXPECTATIONS:

Staff are always expected to exhibit safe and responsible behaviours when communicating off and online as per the Acceptable Use Policy for DEECD ICT Systems.

Staff are expected to effectively supervise students while online on school digital devices.

Staff are to provide education to students around the smart, safe and responsible use of digital technologies in an eSmart curriculum and incidentally and reinforced in classrooms.

Staff are to read and explain to children the Acceptable Use Agreement in term one each year.

Staff are to ensure that students adhere to the Acceptable Use Agreement. They must report and record breaches and follow guidelines when required.

Staff are expected to report all cases of cyberbullying and unsafe cyber behaviour to school leadership.

Staff are expected to report all cases of cyberbullying and unsafe cyber behaviour to parents if it is happening at home.

Staff should always protect their passwords and guard their privacy on the internet and to be aware of their digital footprint (use privacy settings and be mindful of online comments).

SCHOOL EXPECTATIONS:

The school is expected to provide a range of digital technologies for students educational use.

The school has a policy in place that outlines the values of the school and the expected behaviours of students, parents, staff and the school.

The school provides a filtered internet service and effective supervision of students while on school digital devices.

The school provides access to age appropriate search engines and teacher recommended and reviewed websites. The school has an eSmart curriculum that is reinforced across the school.

The school provides support to students, parents and staff to understand and use digital technologies.

INCIDENTS & COMPLAINTS:

Incidents of cyberbullying and unsafe online behaviour will be not tolerated at Burwood East Primary School on school grounds, school excursions, camps and extra-curricular activities. Students, parents, teachers and community members are encouraged to report an incident immediately if;

- they feel that the wellbeing of a student is being threatened
- they have experienced an incident of cyberbullying (see definition)
- they come across sites/texts/images/videos which are not suitable for school use
- they or someone they know accesses, makes or sends uncomfortable text, photo, video or audio
- they or someone they know posts private information intentionally or unintentionally
- they or someone they know uses content owned by others e.g. text, images, music and video and does not acknowledge the source
- they or someone they know does not seek support when there is an issue with devices
- they or someone they know asks for private information or to meet in person
- they or someone they know deliberately damages electronic devices or settings
- they or someone they know accidentally breaks the Acceptable Use Agreement

PROCEDURES, REPORTING AND STORAGE OF INFORMATION:

Incidents are investigated and recorded by staff and students as cyber-incidents or complaints on Compass. [eSmart Incident Report Template](#).

The incident/s date, time, students, teachers, location and summary will be recorded.

Incidents are referred to the Principal, Digital Technologies Co-ordinators and School Leadership.

Students may receive an official warning letter and lose digital technology privileges for a designated length of time and required to complete cybersafety lessons.

Parents will be notified and expected to meet with school staff if students are involved in incidents of bullying/cyberbullying.

Notification will be given when breaches occur and/or privileges are suspended. In the case of some online activities being illegal they will be reported to police.

The records are stored on Compass [the eSmart Incident Report Template](#). It can be accessed by authorised school staff. It will be stored for a minimum of seven years.

1. IMPLEMENTATION

- 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 and Digital Technology rules at the beginning of each term.
- All students in years 3-6 must sign a copy of the Acceptable Use Agreement annually.
- A copy of all Policies including the eSmart Policy and Acceptable Use Agreement are displayed on the school website.
- Any breach of the Acceptable Use Agreement is recorded on the eSmart Incident Report Template.
- Parents will be notified by phone and an official warning letter will be issued.
- The school community will be updated on a regular basis through newsletters, facts sheets and the school website.
- eSmart curriculum is explicitly taught from F-6 and supported in classrooms.
- Incidents and complaints process will be made clear to students and parents.
- New students and staff will be informed via the school induction program.

EXPECTATIONS:

1. This policy will be reviewed as part of the school's review cycle.
2. This policy will be made available on the school's website.
3. This policy was ratified by School Council in November 2019

Passed: November 2019

Review: 2022