eSMART POLICY

Ratified: 17/12/2013

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. Fundamentally, cyber-safety is an area that requires a high level of community cooperation.

Aim
➤ 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

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.
➤ 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: **http://www.cybersmart.gov.au/**; this resource includes Detective (P-2) and Heroes (3-6).
- 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 <u>communicate appropriately</u> 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 <u>protect personal information.</u> 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 <u>look after myself and others</u> 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 <u>look after the equipment I use.</u>

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: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____