Tarwin Lower Primary School

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"Small School, Big Opportunities"
Kindness, Cooperation, Resilience, Respect

eSmart Policy

Preamble

This policy is connected with the following policies;

- ICT acceptable use policy and acceptable use agreement
- Student Wellbeing and Engagement
- Bullying and Harassment Policy
- Portable Personal Electronic Devise (PPED), phone, etc

Rationale

Tarwin Lower Primary School recognises the importance of Information Communication Technology (ICT-Computers) in preparing students for the world around them and believes ICT is an integral part of the curriculum. We want our students to be confident, safe, smart and responsible users of technology.

Fundamentally, cyber-safety is an area that requires a high level of community cooperation and partnership. As an increasingly interactive medium, technology brings with it exciting educational opportunities, but at the same time it also brings risks.

Aims

- To establish clear expectations for the Tarwin Lower Primary School community with regard to cyber (online) safety.
- To develop students transferrable knowledge, skills and attitudes in the use of technology.

Definitions

- Cyber-safety refers to the safe use of the internet and ICT equipment/devices including mobile phones
- Cyber-bullying is when an individual, or group, use the internet, mobile phones, or other technologies to intentionally hurt another person pf group pf people. Cyber-bullying is often covert bullying. Bystanders are often involved in cyber-bullying and are responsible for responding proactively to such activities.
- ICT equipment/devices/Portable Personal Electronic 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, USB's, hard drives and any other technologies as they come into use.
- Digital Literacy is the ability to locate, organise, understand, evaluate, and create information using digital technology. It involves a working knowledge of current technology, and an understanding of how it can be used. Digitally literate people can communicate and work efficiently with a wide range of technologies.

Implementation

- All members of the school community should be aware of and have knowledge of the documents listed above
- A copy of the appropriate Acceptable Use Agreement must be displayed in all classrooms
- All teachers must go over the Acceptable Use Agreement each term and more often if the need arises

- All students must annually sign a copy of the Appropriate Use Agreement
- Documentation of any breaches of the above agreements must be attached to students signed Acceptable Use Agreement. This must also be included in students file, and an additional copy is to be sent home to parents to be signed and returned to the school
- Information will be provided to the school community through newsletters, information sessions and the school's website
- The Acceptable Use Agreement is posted on the school website for parent/guardian access
- The PPED Policy is posted on the school website for parent/guardian access

Staff Expectations
- Staff must abide by the Acceptable Use Agreement
- Staff are to provide explicit education around the safe and ethical use of the internet and digital technologies
- Staff are to ensure that students adhere to the Acceptable Use Agreement. They must document any breaches, and follow through with consequences
- Staff are to model and teach eSmart – Cyber-Safety as part of their classroom and specialist curriculum
- Staff are expected to report all cases of cyber-bullying which come to their attention, to school leadership and record it
- Staff need to be aware of Privacy Legislation (www.smartcopy.edu.au)

Student Expectation
- Students must follow the guidelines in the Acceptable Use Agreement
- Students are encouraged to report any incidents of cyber-bullying or inappropriate use of technology that they become aware of. Students are expected to report such matters to both parent and school staff

Parent Expectation
- Parents are expected to be familiar with the school's Acceptable Use Agreement. Familiarity will enable parents to support students in adhering to the expectation set out in the document
- It is essential that parents report any incidents of cyber-bullying or unsafe cyber-behaviour that they become aware of to the school

Resources
- Victorian Government Schools Reference Guide 4.15 (http://www.eduweb.vic.gov/referenceguide/
- Cybersmart program- Australian Communications and Media Authority www.acma.gov.au
- Connect-Ed www.acma.gov.au
- www.cybersmartkids.com.au
- eSmart School Program – The Alannah and Madeline Foundation
- www.education.vic.gov.au/studentlearning/elearning

Evaluation
This policy will be reviewed every **three years**

Ratified by school council **August 2016**