



Challenge, Opportunity & Achievement

# eSMART POLICY

## BACKGROUND

Stawell West 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 and safe using this technology. Our school will be an eSmart school and promote cybersafety in the community. 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.

eSmart will help teachers, students and the whole Stawell West Primary School community embrace the benefits of technology and reduce our exposure to cyberspace risks such as cyberbullying, identity theft, online sexual predation and accessing or sending inappropriate images and content. eSmart is an initiative of the Alannah and Madeline Foundation, a national charity committed to protecting children from violence.

Our work towards achieving and then sustaining eSmart status will involve the whole school community as we integrate cyber safety into our wellbeing policies, establishing clear procedures to deal with incidents, and delivering curriculum around the smart, safe and responsible use of technology.

## PURPOSE

This policy aims to establish clear expectations for the Stawell West Primary School Community with regard to developing and maintaining an e-Smart culture placing the safety, and in particular the cyber safety of our students as a priority.

The policy also clearly sets out the respective responsibilities of students, parents/guardians and the school. This is an issue that requires a high level of community cooperation and a whole of school approach.

## DEFINITIONS

### Definitions

- *“Cyber Bullying” involves the use of electronic equipment devices to harass and cause discomfort to other members of the school community.*
- *“Cyber safety” refers to the safe and ethical use of all Information Communication Technologies, including equipment and other devices.*
- *“e-Smart” refers to an understanding of and the safe, responsible and ethical use of ICT.*
- *“Information Communication Technologies (ICT)” equipment/devices in this policy is defined as, but is not limited to, computers (including desktops and laptops), storage devices (eg USB) and flash memory devices, CDs, DVDs. Floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other technologies as they come into use.*



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## PROCEDURES FOR IMPLEMENTATION

- All students enrolled at Stawell West Primary School agree at the time of their enrolment to abide by the ICT User Agreement. This agreement is to be read as an extension of the Student Engagement and Bullying Policy, forbidding, and working to prevent, the practices of bullying and harassment.
- The use of ICT and other equipment/devices within Stawell West Primary School should be for educational and creative purposes only.
- The School has the right to monitor access and review all ICT use by students of the School. This includes personal emails, social networking sites (such as Facebook) and user generated content sites (YouTube, Flickr, and Interactive sites) received and sent on the school's computer and/or network facilities.
- The use of privately owned ICT equipment/devices (ie. USBs,) on the school site or at any school related activity must be appropriate to the school environment. If at any time a student is unclear on appropriate usage, they should seek clarification from the appropriate member of staff.
- In line with the 'ICT User Agreement Form' that each student and their parent signs at the beginning of each school year, the school will take all reasonable steps to ensure that all students are accessing appropriate sites via the internet. Age-appropriate language will be used in the Agreement so all students understand. The form will be discussed with the students in their ICT lessons at the commencement of the school year.

## STUDENT RESPONSIBILITIES

- Ensure that all material being accessed on the internet is appropriate and does not breach this policy.
- Seek clarification with regard to accessing websites or other sources of information where the content may breach this policy. This clarification may come from the staff member who is supervising at that time, or the principal of the school, if further clarification is required.
- Ensure that communications between students, parents and staff members of the school community do not have the effect of harassing, vilifying or attacking personally other individuals. This includes but is not limited to written words and the posting of images.
- Where ICT equipment devices are used inappropriately, report any communications which are very likely to have an impact on a student(s) within the school.
- All students must annually sign a copy and follow the guidelines listed in the 'ICT User Agreement'.

## PARENT RESPONSIBILITIES

- Monitor home use by students and report to the school any communications that may have the effect of breaching this policy.
- Where practical, ensure that ICT equipment/devices are placed in a position within the home where easy monitoring is possible.
- Parents are expected to be familiar with the school's 'ICT User Agreement' form.
- Model appropriate behaviour when addressing the school on social media



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## STAFF RESPONSIBILITIES

- Must abide by the ICT User Agreement and ensure that students adhere to the acceptable use agreement. They must document any breaches, and follow through with consequences when required.
- Are to provide explicit education around the safe and ethical use of the internet and digital technologies.
- Are to model and teach eSmart – cyber safety as part of their classroom curriculum.
- Report all cases of cyberbullying, which come to their attention, to school leadership.

## SCHOOL RESPONSIBILITIES:

- Provide a viable structured curriculum and program to teach responsible use of ICT (to be eSmart)
- Ensure there is appropriate follow up where instances of online harassment are found to have occurred.
- Work in a partnership with parents to investigate online harassment and to promote cyber safety in the school community.
- Bullying (in any form) is classified as 'below-the-line behaviour' and will therefore involve the procedures as outlined in the student agreement form.
- Utilise student support structures and counselling to provide all necessary support where instances of harassment or bullying have been found to occur.

## REVIEW PERIOD

<b><i>Ratified by School Council</i></b>	<b><i>Date:</i></b>	13 <sup>th</sup> November 2018
<b><i>Signed</i></b>	<b><i>Principal:</i></b>	Jim O'Brien
	<b><i>School Council President:</i></b>	Lindy Chester
	<b><i>Next Review Date:</i></b>	October, 2020