

eSMART

POLICY

Rationale

At Cranbourne South Primary School we value and embrace the use of a wide range of information and communication technologies as learning tools in order to improve student outcomes. The school understands that along with the use of such technologies comes a responsibility to ensure that all staff, students and members of the broader school community are safe and free from cyber bullying at all times.

Aims

- For Cranbourne South Primary to develop a whole school approach to ensure all students and members of the school community are safe from incidents of cyberbullying and harassment.
- For this eSmart policy to be read in conjunction with the following documents:
 - ICT Acceptable Use Agreement
 - Student Wellbeing Policy
 - Bullying & Harassment Policy

Definitions

eSmart School - an eSmart school is a school where the smart, safe and responsible use of information and communications technology is a cultural norm. Students, teachers and the wider school community are equipped to embrace the best these technologies can offer, use them in an educational context, while being savvy about the pitfalls.

Cyber bullying – is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

ICT Equipment/devices – this policy includes, but is not limited to, computers, laptops, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking or social media sites and any other technologies as they come into use.

Cybersafety – refers to the safe and responsible use of the internet and ICT equipment and devices.

Implementation

- All students are to sign the ICT Acceptable Use Agreement before being granted access to school devices.
- All parents are to sign the ICT Acceptable Use Agreement before being granted access to school devices.
- The ICT Acceptable Use Agreement is to be made available to the school community via the school website.
- All teachers to have a copy of the ICT Acceptable Use Agreement. This document is to be discussed explicitly with students each semester.
- Any breaches of the ICT Acceptable Use Agreement and subsequent consequences are to be documented on Grade Expert.

Staff Expectations

- All staff should abide by the school’s ICT Acceptable Use Agreement Policy.
- Staff should explicitly model the safe and responsible usage of ICT technologies within the classroom and specialist areas. This includes consequences for inappropriate usage.
- All staff are to ensure adequate monitoring of the use of ICT technologies by students and report any incidents of misuse or cyberbullying to leadership. Such incidents need to be recorded on Grade Expert.
- Staff need to be aware of privacy legislation. www.privacy.gov.au
- Staff need to be aware of Copyright Legislation. www.smartcopying.edu.au

Student Expectations

- Students must follow the guidelines in the ICT Acceptable Use Agreement.
- Students should report any incidents of cyberbullying or inappropriate use of devices to parents and staff.
- Students who require to bring a mobile device to school need to have a written explanation from home. Such devices are to be safely stored by teachers during the school day.

Parent Expectations

- Parents/guardians should be familiar with the content of the school’s ICT Acceptable Usage Agreement.
- Parents/guardians should report any incidents of cyberbullying or unsafe online behaviour to the school.
- Parents/guardians should ensure that students adhere to the ICT Acceptable Use Agreement when using school accounts outside of school hours.

Resources

- <https://www.esmartschools.org.au/Pages/default.aspx>
- The Alannah Madeline Foundation - <https://www.amf.org.au/>
- www.acma.gov.au

Certification:

This policy was ratified at the School Council Meeting held at Cranbourne South on

Signed:
School Council President

Signed:
Principal