eSMART
POLICY

Rationale:

- An eSmart school is where information and communications technology is used in a safe and responsible manner. Students, all staff (including LSO staff) and the wider school community are equipped with the skills and knowledge to utilise and safely navigate a range of digital technologies.

- At Sacred Heart school the wellbeing of children in our care will always be our first priority and we have a zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any impediments for their safety in accordance with Ministerial Order No 870.

Aims:

1. To provide a safe, secure and caring learning environment.

2. To develop safe practices for the use of the Internet for learning.

3. To establish clear expectations for students, all staff and the community when using digital technologies.

4. To explicitly teach students and all staff safe, and responsible behaviour, and respectful online behaviours.

Definitions:

Bullying is when an individual, 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 may be direct (such as verbal bullying, name calling, insults, homophobic and racist remarks, physical actions) and/or indirect (lying and spreading rumours, playing nasty jokes, embarrassing, humiliating, mimicking, encouraging others to socially exclude others, damaging someone's reputation, forwarding messages and images).

Cyber refers to the virtual online world, which can be accessed through a variety of technological devices and tools (computers, iPads, tablets, 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, passwords.

Cyberbullying is when an individual, or group, uses digital technology devices to intentionally hurt another person as outlined in the above definition of bullying.

Digital Literacy is the knowledge, skills, and behaviours used in a broad range of digital devices and tools, including but not limited to, computers, iPads, tablets, mobile phones and iPods in both off and online environments.

Digital Citizenship is the social skills and protocols of responsible behaviour when using digital 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, in both off and online environments.

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.

Implementation:

STUDENT EXPECTATIONS:

1. Students are always expected to exhibit safe and responsible behaviours when using school equipment and communicating off and online.
2. ***Students must sign and follow the guidelines listed in the Acceptable Use Agreements before commencing online activities.***
3. Students are encouraged to talk to a parent or teacher if they, or others, have experienced behaviours as outlined in the Cyberbullying definition.
4. Students are expected to maintain their personal security and that of others by keeping personal information secure including usernames and passwords.
5. Students are expected to only take appropriate photos, audio and video with permission for educational purposes and not publish on online spaces.

Parent Expectations:

1. Parents are always expected to exhibit and reinforce safe and responsible behaviours when communicating off and online.
2. Parents are expected to become familiar with students online behaviour.
3. ***Parents are expected to sign and be familiar with the school's Acceptable Use Agreement and***

support students to meet expectations.

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

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

Teacher Expectations:

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

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

3. 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.

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

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

6. *Staff are expected to report all cases of cyberbullying and unsafe cyber behaviour to school leadership by completing an incident behaviour report.*

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

8. 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 mindful of online comments).

School Expectations:

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

2. 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.

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

4. The school has an eSmart curriculum that is reinforced across the school.

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

Incidents and Complaints:

Incidents of cyberbullying and unsafe online behaviour will be not tolerated at on school grounds, school excursions, school camps and school based extra-curricular activities. Students, parents, all staff (including LSO staff) and community members are encouraged to report an incident immediately if:

1. They feel that the wellbeing of a student is being threatened.

2. They have experienced an incident of cyberbullying (see definition).

3. They come across sites/texts/images/videos, which are not suitable for school use.

4. They or someone they know accesses, makes or sends uncomfortable text, photo, video or audio .

5. They or someone they know posts private information intentionally or unintentionally.

6. They or someone they know uses content owned by others (e.g. text, images, music and video) and does not acknowledge source correctly.

7. They or someone they know does not seek support when there is an issue with devices.

8. They or someone they know asks for private information or to meet in person.

9. They or someone they know deliberately damages electronic devices or settings.

10. They or someone they know breaks the Acceptable Use Agreement.

Procedures, Reporting and Storage of Information:

1. Incidents are investigated and recorded by staff as cyber-incidents or complaints in an incident report form.

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

3. Incidents are referred to the Principal, ICT Coordinator or Welfare Coordinator.

4. The school Cyber-Bullying Prevention Policy and Student Behaviour guidelines will determine action to take for breaches of the Acceptable Use Agreement.

5. Students may receive an official warning letter, lose digital technology privileges for a designated length of time and/or be required to completed cybersafety lessons.

6. Parents will be notified and expected to meet with school staff if students are involved in incidents of cyberbullying as per Cyber-Bullying Prevention Policy.

7. Notification will be given when breaches occur, privileges are suspended or detention is given.

8. In the case of online activities being illegal they will be reported to police.

9. The records are stored on the school's database. It can be accessed by authorised school staff. It will be stored for a minimum of seven years.

Implementation:

1. All members of the school community should be aware of and have knowledge of the documents listed above.

2. All teachers must discuss/teach the content of the Acceptable Use Agreement in Term One of each

year, and ICT rules at the beginning of each term.

3. ***All students and parents/guardians in Foundation to Year 6 must sign a copy of the Acceptable Use Agreement annually.***

4. A copy of the all Policies including the eSmart Policy and Acceptable Use Agreement are displayed on the school website.

5. Any breach of the Acceptable Use Agreement is recorded in an incident report, which is kept in the school's database. The consequences that follow will be as per the Cyber-Bullying Prevention Policy.

6. Parents will be notified by phone and an official warning letter will be issued.

7. The school community will be updated on a regular basis through newsletters, facts sheets, information sessions and the school website.

8. eSmart curriculum explicitly taught in F-6 by classroom teacher. Students in all year levels across the school are to receive messages promoting cybersmart practices whenever relevant.

9. Incidents and complaints process will be made clear to students and parents.

10. New students and staff will be informed via the school induction program.

Expectations:

This policy will be reviewed as part of the school's review cycle.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

16th May 2017