



# ESMART POLICY



## PREAMBLE

This policy is connected with the following policies:

- [ICT Policy](#)
- [Acceptable Use of Technologies Policy](#)
- [Portable Personal Electronic Device \(PPED\)](#)-phone/ipad etc
- [Student Wellbeing and Engagement](#)
- [Bullying and Harassment Policy](#)
- Google Docs

## RATIONALE

Foster 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, smart, safe 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 Foster 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.
- 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. Bystanders are often involved in cyberbullying 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, USBs, 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 for [Grade Prep – 1](#) and [Grade 2-6](#) must be displayed in all classrooms.
- All teachers must go over the Acceptable Agreement for [Grade Prep – 1](#) and [Grade 2-6](#) each term and more often if the need arises.
- All students must annually sign a copy of the appropriate Acceptable Use Agreement for [Grade Prep – 1](#) and [Grade 2-6](#).
- Documentation ([Behaviour Form](#)) of any breaches of the above agreements must be included in the student's file, and an additional copy 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 Permission Application is posted on the school website for parent/guardian access.
- Consequences for not abiding by the [Acceptable Use Agreement](#) are outlined in the [Consequences Chart](#).

### **STAFF EXPECTATIONS:**

- Staff must abide by the Acceptable Use Agreement for [Grade Prep – 1](#) and [Grade 2-6](#).
- 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 for [Grade Prep – 1](#) and [Grade 2-6](#). They must document any breaches, and follow through with consequences when required.
- Staff are to model and teach eSmart - Cybersafety as part of their classroom and specialist curriculum.
- Staff are expected to report all cases of cyberbullying which come to their attention, to school leadership and record on Compass.
- Staff need to be aware of Privacy Legislation. [www.privacy.gov.au](http://www.privacy.gov.au)
- Staff also need to be aware of Copyright Legislation. [www.smartcopying.edu.au](http://www.smartcopying.edu.au)

### **STUDENT EXPECTATIONS:**

- Students must follow the guidelines in the Acceptable Use Agreement for [Grade Prep – 1](#) and [Grade 2-6](#).
- 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.
- Students must seek permission to bring a PPED to school which is must be approved by the Principal or nominee. These are currently kept in the office.

### **PARENT EXPECTATIONS:**

- Parents are expected to be familiar with the school's [Acceptable Use Agreement](#). 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.

### **RESOURCES**

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

### **EVALUATION**

- This policy will be reviewed annually.