



# eSmart Policy

Last review: New policy	Ratified: SAC Feb 2017
This review: October 2016 By: OLHC staff	Future Review: Feb 2021

## **BACKGROUND**

eSmart refers to the safe and appropriate use of all Digital Technologies through the development of programs, policies and protocols by all users throughout a school. The term 'Digital Technologies' is used to describe the use of digital resources to effectively find, analyse, create, communicate, and use information in a digital context. This encompasses the use of web tools, digital media tools, programming tools and software applications.

## **RATIONALE**

Our Lady Help of Christians Parish Primary School has an obligation to maintain a safe physical and emotional environment for all members of the school community. This responsibility is increasingly connected to Digital Technologies. As students, teachers and parents embrace Digital Technologies and all of the benefits it offers, our school must ensure all members of the community are behaving in a safe and appropriate manner and are aware of the dangers associated with using Digital Technologies.

## **AIMS**

The school aims to have rigorous and effective Cyber Safety Practices which are guided and directed by this eSmart Policy (2016).

Dangers to be aware of when using Digital Technologies include:

- Cyberbullying
- Accessing inappropriate content
- Contact with strangers
- Posting private information and images
- Using (or stealing) content owned by others e.g. images, music and videos
- Plagiarising; taking of ideas or information owned or created by others without referencing their origins or gaining permission
- Not using critical thinking skills when researching information from the internet – using misinformation.
- Not seeking support offline when there is an issue

→ Risks associated with online games and social networking.

This policy should be read in conjunction with the following school documents:

Acceptable Use Agreement for Years Foundation to Year 6,

Acceptable Use Policy information in Child Safe Code of Conduct,

Child Safe Policy, 2016

Behaviour Management Policy, 2015

Safe School Policy, 2015

Social Media Usage Policy, 2015

## IMPLEMENTATION

All students along with parents/carers, will sign an 'Acceptable Use Agreement' at the beginning of each new school year.

New students will complete the agreement on enrolment.

Signed Acceptable Use Agreements will be filed in a secure place, and appropriate systems devised which facilitate confirmation that particular individuals are authorised to access Digital Technologies.

All staff members are responsible for monitoring student use of Digital Technologies.

Agreed guidelines are to be followed if there is a breach of the agreement.

All staff members need to model appropriate behaviour when using Digital Technologies in their day to day practice at school and outside school.

All users of Digital Technologies need to guard their privacy on the internet and to be aware of their digital footprint.

Staff members are strongly advised not to accept students, past students of school age or current school parents as friends on Facebook and other similar social networking sites.

Use of all Digital Technologies devices/equipment by staff, students or other approved users at Our Lady Help of Christians Parish Primary School, is to be limited to educational, professional development and personal usage appropriate in the school environment, as defined by the Acceptable Use Agreement.

All incidents of Cyberbullying, including at school and outside school hours, are to be reported to the leadership team. A cyberbullying register is maintained by the school and any incidents will be reported to parents/carers of the student(s) involved.

Teachers need to have read the Victorian Institute of Teaching Code of Conduct and understand the requirements when using Digital Technologies both at school and away from the school.

Information about cyber safety will be provided regularly to the school community through newsletters, information sessions and the school website.

Parents are expected to support the school in ensuring that their children fully understand the Acceptable Use Agreement and follow its guidelines.

Parents are expected to report any cyber bullying incidents to the school.

Throughout each school year, students will receive explicit education of an eSmart curriculum in relation to:

- Staying safe online
- How to deal with conflict, bullying, cyber-bullying and harassment
- Building confidence, resilience, persistence, getting along and organisational skills

Written permission must be sought before images of any school community members are used and posted on the internet.

Staff must respect the copyright and licensing laws with respect to software, information and other materials sourced from the Internet.

### **Evaluation**

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