



eSmart POLICY



POLICY STATEMENT:

East Bentleigh 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 mainstream curriculum and the Steiner curriculum in the Senior Years. We want our students to be confident and safe using this technology. Our school is an eSmart school and promotes cybersafety both at home and 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 hope that parents/guardians work will with us and encourage this behaviour at home. We encourage everyone in the school community to continue to uphold and promote eSmart behaviours, at school and at home. If you are aware of any incidents of bullying, cyberbullying, or risky online behaviour, please contact the school office and ask to speak to the relevant member of the leadership team.

IMPLEMENTATION:

- All students will undertake a *Cybersafe* program and will be required with their parents to sign an *Acceptable Use Agreement* before they will be allowed on-line.
- The school community will be provided with Cybersafety information on a regular basis, including a Cybersafety information evening for parents.
- Incidents of *Cyberbullying* will not be tolerated at East Bentleigh Primary School and victims and their carers will be encouraged to report incidents.
- On investigating any cybersafety breach, consequences will be put in place determined by: the seriousness of the breach, the age and understanding of the student involved in the breach and the effects the breach has had on others

CYBERBULLYING:

Cyberbullying is when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child/ren using the Internet, mobile phone, instant messaging, email, chat rooms or social networking sites such as Facebook and Twitter, or other type of digital technology. Cyberbullying is usually not a onetime communication, unless it involves a death threat or a credible threat of serious bodily harm.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Parents can view the Cybersafe programs at www.esafety.gov.au.

Students are advised to report an incident if:

- They feel that the welfare of other students at the school is being threatened
- They have experienced an incident of cyberbullying
- They come across sites which are not suitable for their school

- Someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- They accidentally do something, which is against the rules and responsibilities they have agreed to

The school Welfare and Discipline Policy will determine action taken for breaches of this agreement. Any incidents will be investigated and recorded in an ICT register, maintained at school. A student who does not follow the rules of the Acceptable Use Agreement will lose their computer privileges for a length of time as decided appropriate by the Supervising Teacher, the Assistant Principal, or the Principal.

Parents will be notified if students are involved in any incidents of bullying/cyberbullying. Notification will also be given when computer privileges are suspended or withdrawn. A restorative discussion will be held with the student prior to privileges being returned.

PHOTOS, VIDEO, BLOGS, WEB CONFERENCING:

- **Teachers and Students sometimes record their participation in school activities and show evidence of their learning with photos and short videos. They may also communicate with other students via web cameras. These images will be published within the school, in their own and others portfolios and on secure school web sites.**
- Teachers will outline expected processes with students in these spaces, however it is still important to think before you post to any online space. **These images remain the property of the school and cannot be copied, published or distributed in any other forum. Failure to follow this agreement could result in legal action. Parents are asked to complete the appropriate form to give permission for their student to be included in these activities.**
- The school may also have the opportunity to publish some photos of school events in a public place e.g. the local newspaper, school website, newsletters, advertising etc. All families are asked to complete a media release form at the beginning of each year, to determine whether their child's image can be published.

VIEWING MEDIA

To improve student Digital Literacy the curriculum at East Bentleigh Primary School may include the use of videos, DVD's and film to support some lessons. Students may have the opportunity throughout the year to watch media considered as acceptable by the school and with a G or PG rating. We require parents to give permission for their children to view PG material. If parents have any questions about these agreements please arrange to see the Principal.

**PLEASE SIGN THE ATTACHED AGREEMENTS AND RETURN
THE SIGNED FORM TO CLASS TEACHER**

Agreement for the Acceptable Use of Computers and Digital Equipment Including Netbooks, Mobile Phones, Ipad's Etc.

Students at East Bentleigh Primary School will have access to the Internet for educational purposes.

To support students in the use of these programs, all students using ICT will complete a Cyber safety program, e.g. eSmart, Kidproof, Bullystoppers and must abide by school rules for the use of ICT.

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required.

Elements of the agreement are explained below.

Please contact the school to clarify or receive additional information

1. Students **must not knowingly access or try to access any material that is not appropriate** for school use. Filters are in place that restricts students to Education approved sites where possible. **Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.**
2. If students find they are viewing inappropriate material or at anytime feel uncomfortable about the material on their screen **they should turn off the screen** (not the computer) and report the incident to their teacher who can investigate the problem.
3. Students **must not use Internet, Social Media or email to bully, harass or intimidate another person.** *Laws exist regarding cyberbullying* and the school will enact our discipline policy when dealing with this issue. **The legislation requires that the school act on Cyberbullying, even if it takes place out of school hours on home computers, when it has an impact on our students.**
4. Students **must not use inappropriate language in any communication.** Parents are asked to remain aware of their child's social network communication and to intervene if inappropriate.
5. Students must keep themselves and their friends safe **by not giving out personal details** including full names, telephone numbers, addresses and identifying images.
6. **Any inappropriate use of computers will lead to the suspension of computer privileges** for a length of time determined by the class teacher or the Principal, dependent on the nature of the breach.
7. Students must take care with all equipment they use. **Any misuse or damage that is deliberate, or results from poor behaviour, will be repaired at a cost to the student/parent.**
8. Students **must not bring computer games or other material to school on portable devices (USB)** and load this material onto school computers **Consequences for this breach of our eSmart policy will be determined by the Principal or Assistant Principal.**

9. Student use of mobile phones and any personal device that has Internet access while on school property is forbidden. The school recognises that at times there may be a need for a student to contact parents before or after school and provides safe storage for these devices at the office. We want all students to be safe and secure while at school, therefore to maintain all student's right to privacy and good order in the school, we do not allow devices during school hours, or at school camps or on excursions, that can take photos, send messages or upload content to the internet. These devices also can distract students from their learning.

10. These devices MUST be handed to either the classroom teacher or the office upon arrival at school.

11. Students must remember that the content on the web is someone's property and think carefully about what they read on the Internet, question if it is from a reliable source and use the information to help answer any questions. They should not copy and paste the information.

12. This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

Student's Name:

Parent's Name:

Signature:

Date:

This was ratified by School Council August 2019