eSmart
POLICY

OBJECTIVES

Port Melbourne Primary School believes the teaching of cyber-safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. The school supports the belief that through digital technologies we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange, present and create information. We also focus on developing the skills necessary for children to be able to create and use information in a discriminating, effective and creative manner.

To be safe and to gain the greatest benefit from the opportunities provided through an online environment, students need to be responsible for themselves and respectful of others online, particularly when using technology independently.

The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks (such as cyberbullying, online sexual predation, sexting, identity theft and fraud) when using the Internet, iPads and other electronic personal devices.

This policy applies to all digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including, but not limited to: School owned ICT devices, emailing and instant messaging, Intranet, social networking sites, video and photo sharing websites, blogs, forums, discussion boards, wikis, podcasts, and video / web conferencing.

RATIONALE

Port Melbourne 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.

This policy is to be read in conjunction with the following:
- Student wellbeing policy
- Digital Technologies Acceptable Use Agreement
- iPad User Agreement for Year 5/6 students

DEFINITIONS

a) **Agreement** refers to the Digital technologies Acceptable Use Agreement and iPad User Agreement (for students in Years 5 & 6) both of which will be reviewed annually.

b) **Authorised user** means a person who has signed the eSmart Acceptable Use Agreement (or has it signed on their behalf by a parent) and is authorised by the school to use ICT.

c) **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 (hidden) bullying. Bystanders are often involved in cyberbullying and have a responsibility for responding proactively to such activities.

d) **Cyber-safety** refers to the safe use of the internet and ICT equipment/devices.

e) **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.

f) **Digital technologies** 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, and any other technologies as they come into use.

g) **eLearning** refers to the use of ICT for educational purposes.
h) **eSmart** refers to the name of the cyber safety guidelines that are followed by Port Melbourne Primary School to promote the safe, responsible and ethical use of ICT
i) **ICT** stands for 'Information and Communication Technologies' and includes network facilities, communication technologies, eLearning tools and ICT equipment/devices.
j) **ICT equipment/devices** in this policy includes, but is not limited to; computers, laptops, iPads, cameras, mobile phones, Interactive whiteboards, video and audio players, USBs, hard drives and any other technologies as they come in to use.
k) **Network facilities** includes, but is not limited to, communication made using ICT equipment/devices such as internet, email, instant messaging, online discussions/surveys, iPad activities and related applications.

IMPLEMENTATION
1.1 All members of the school community should be aware of and have knowledge of the documents listed above.
1.2 A copy of the relevant Agreement/s must be displayed in all classrooms.
1.3 All teachers must discuss with their class the content of the relevant Agreement/s at the beginning of the year and more often if the need arises.
1.4 All Yr 2-6 students must sign a copy of the Digital Technologies Acceptable Use Agreement at the beginning of each year and will be unable to access the school's digital technologies until the form is returned. New students will complete the Agreement on enrolment.
1.5 Students in Years 5 & 6 must also sign an iPad Acceptable Use Agreement and will be unable to use an iPad at school until the form is returned. New students will complete the Agreement on enrolment.
1.6 Any breaches of the above agreements will incur penalties as listed in the agreement. Parents will be notified of the breach and the imposed consequences.
1.7 Information relating to ICT use, cyber safety and cyberbullying will be provided to the school community through newsletters, Compass, Konnective, information sessions and the school's website.
1.8 A copy of the Digital Technologies Acceptable Use Agreement, iPad User Agreement and Student Wellbeing Policy will be available on the school website.
1.9 The school's website has a cyberbullying reporting portal for any member of the school community to report to the school any concerns relating to cyberbullying both within and outside of school hours: http://www.portmelb.vic.edu.au/class-info/digital-technologies/
1.10 A cyberbullying register is maintained by the school using GradeXpert, which records all incidents as reported by staff, students, parents or members of the community.
1.11 Non identifiable incident data will be shared with the eSmart committee, School Council and the community on a semester basis.
1.12 The school community is encouraged to engage actively with the school's Facebook page, which is moderated by a parent member of School Council and has closed viewing settings. Members/parents are reminded to be mindful of the digital footprint they are creating, especially for their children.
1.13 All users of Digital Technologies need to guard their privacy on the internet and to be aware of their digital footprint.

EXPECTATIONS
Staff Expectations
2.1 Staff must abide by the Agreements.
2.2 Staff are to provide explicit education around the safe and ethical use of the internet and digital technologies as documented in classroom planners.
2.3 Staff are to ensure that students adhere to the Agreements. They must document any breaches on GradeXpert, notify the relevant Assistant Principal and follow through with consequences where required.
2.4 Staff will educate students to develop digital literacy skills and to be safe and responsible users of digital technologies through classroom and specific cyber-safety programs as part of the curriculum.
2.5 Staff are expected to report cases of Cyberbullying which come to their attention, to school leadership and wellbeing coordinators and record on GradeXpert/notes/cyberbullying.
Staff are not to allow any primary school aged student to engage with them on any social media platform, unless it is a school approved forum such as Edmodo etc.
2.6 Staff need to be aware of Privacy Legislation. **www.privacy.gov.au**

2.7 Staff also need to be aware of Copyright Legislation. **www.smartcopying.edu.au** and teach copyright prevention skills to students as part of the eLearning curriculum.

Student Expectations
3.1 Students must follow the guidelines listed in the Agreements.
3.2 Students are encouraged to report any incidents of Cyberbullying or inappropriate use of technology that they become aware of as soon as possible to both parents and school staff. These incidents may include, but are not limited to, any incident where:

- They feel the wellbeing of other students at the school is being threatened
- They have experienced an incident of cyberbullying
- They have come across sites which are not suitable for their school
- Someone writes/posts something which they don't like, or makes them and their friends feel uncomfortable
- They are asked by someone to provide information online which they know is private and should not be shared in this way
- They accidentally do something which goes against the behaviours and responsibilities which they agreed to in our Acceptable Use Agreement/s.

Parent Expectations
4.1 Parents are expected to be familiar with the school's Digital Technologies Acceptable Use Agreement. Familiarity will enable parents to support students in adhering to the expectations set out in this document.
4.2 It is essential that parents report any incidents of Cyberbullying or unsafe cyber-behaviour that they become aware of to the school. The school's website has a reporting form which can be found at: http://www.portmelb.vic.edu.au/class-info/digital-technologies/
4.3 Parents are encouraged to engage with the school's Facebook page whilst being mindful of the digital footprint being created for their child/ren.

EVALUATION
This policy will be reviewed by the eSmart committee every 3 years.

References/Resources/Agreements and Policies:
Cybersmart program- Australian Communications and Media Authority **www.acma.gov.au**
www.cybersmartkids.com.au
eSmart School Program -The Alannah and Madeline Foundation:
www.education.vic.gov.au/studentlearning/elearning
Office of the Children's eSafety Commissioner: https://www.esafety.gov.au/
Port Melbourne PS website: http://www.portmelb.vic.edu.au/class-info/digital-technologies/

Ratified by School Council: **October 2016**
Review due: **October 2019**

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