

eSmart Policy

St Albans East Primary School

Date: September 2017



Rationale

St Albans East Primary School uses the Internet as a learning tool to improve student learning outcomes by increasing access to worldwide information. 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 online using any internet-enabled devices. This policy should be read in conjunction with the *SAEPS Student Engagement and Wellbeing Policy* and *SAEPS ICT Policy*.

Aim

The aim of the policy is to:

- Establish an eSmart culture which is in keeping with the values of the school and the expectations outlined in the *SAEPS ICT Policy*, *SAEPS Acceptable Use Agreement*, *SAEPS Mobile Phone Policy 2012* and the *SAEPS Student Engagement and Wellbeing Policy* which includes actions and consequences for inappropriate behaviour
- Educate SAEPS students to be smart, safe, responsible and ethical users of digital technologies.
- Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.
- Achieve accreditation as an eSmart school by meeting all criteria as outlined in the eSmart System Tools.

Implementation

Successful implementation of this policy relies on enactment of the following points,

- SAEPS staff are trained in the philosophy and understandings of the eSmart program and are provided with resources to support an eSmart education program
- All SAEPS students will undertake an annual Cybersafety program and will be required with their parents to sign the *SAEPS Acceptable Use Agreement* before they will be permitted to use any information and communications technology (ICT) at school
- The school community will be provided with Cybersafety information on a regular basis
- Safe and responsible online behaviour is explicitly taught at SAEPS and parents/carers are asked to reinforce this behaviour at home
- SAEPS staff will raise student awareness of issues such as online privacy, intellectual property, copyright and that some online activities are illegal and will be reported to police
- SAEPS will supervise students when using digital technologies for educational purposes and provide a filtered internet service whilst acknowledging that full protection from inappropriate content can never be guaranteed
- Mobile phones and other personal electronic devices may only be brought to school with prior permission of the Principal. Parents and students must comply with the conditions of use as outlined in *SAEPS Mobile Phone Policy*
- SAEPS will respond to issues or incidents that have the potential to impact on the wellbeing of our students
- All incidents of Cyberbullying must be referred to the Principal or Assistant Principal for investigation and any action taken will be in line with the appropriate school policy
- Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying

- Students are advised to report an incident to their teacher immediately if:
 - They have experienced an incident of Cyberbullying
 - They feel the welfare of other students at the school is being threatened
 - They come across sites which are not suitable for our school population
 - Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information
 - They accidentally do something which is against the rules and responsibilities they have agreed to

- Any student who does not follow the rules of the *SAEPS Student Engagement and Wellbeing Policy*, *SAEPS Mobile Phone Policy* and the *SAEPS Acceptable Use Agreement* will lose their ICT privileges for a length of time as deemed appropriate by the Principal or Assistant Principal. They will also be required to complete additional Cybersafety lessons before their privileges are returned.
- The *SAEPS Acceptable Use Agreement* also applies during school excursions, camps and extra-curricular activities.

References & Support Documents:

- [SAEPS ICT Policy](#)
- [SAEPS Student Engagement Policy](#)
- [SAEPS Acceptable Use Agreement](#)

- [Australian Curriculum - ICT](#)
- [Victorian Curriculum - Digital Technologies & Capabilities](#)
- www.esmart.org.au
- <https://esafety.gov.au/education-resources/iparent>
- <https://www.esafety.gov.au/>
- <http://www.common sense media.org/>

Evaluation

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

Review Year

2020