

Springside P-9 College eSmart Policy



Rationale:

Our students, families and teachers recognise the benefits of being digitally engaged in the learning community at Springside and the broader online world.

We strongly embrace the positives online interactions provide our community but are equally committed to reducing student exposure to online risks (cyberbullying, online sexual predation, sexting, identity theft and fraud) as well as equipping community members with the skills and knowledge needed to safely navigate emerging technologies.

Aims:

The intention of the eSmart policy is to provide for:

- the establishment of an eSmart culture which is in keeping with the values of the College, the expectations outlined in ICT Acceptable Use Policy and the standards set out in our Code of Cooperation;
- opportunities for students to develop and demonstrate smart, safe, responsible and ethical online practices;
- explicit instruction about safe and responsible online behaviour that acknowledges the partnership between home and school;
- structures and processes through which Springside College can achieve eSmart accreditation

Definitions:

For the purposes of this policy the following understandings will be referenced throughout:

Bullying is when someone, or a group of people, who have more power at the time, deliberately upsetting or hurting another person, their property reputation or social acceptance on more than one occasion. Bullying maybe direct (such as verbal bullying, name calling, insults, homophobic and racist remarks, physical actions) and indirect (lying and spreading rumours, playing nasty jokes, embarrassing, humiliating, mimicking, encouraging others to socially exclude others, damaging someone's reputation, forwarding messages).

Cyber refers to the virtual online world which can be accessed through a variety of technology (computers, ipads, mobile phones, ipods).

Cybersafety is the act of maintaining your own and others personal security and wellbeing while interacting with the online world. (It applies to your full name, address, phone number, school, age, birthday, email address).

Cyberbullying is when an individual, or group, uses digital technology devices to intentionally hurt another person.

Digital Literacy is the knowledge, skills, and behaviours used in a broad range of digital devices such as smartphones, tablets and laptops.

Digital Citizenship is the social skills and protocols of responsible behaviour when using technology.

Digital Footprint is a trail left by interactions in a digital environment. In social media, a

digital footprint is the size of the person's 'online presence' measured by the number of individuals with whom they interact over a range of digital technologies.

Digital Literacy is the ability to effectively and critically navigate, evaluate and create information using a range of digital technologies.

Netiquette is the set of social conventions that facilitate interactions over networks.

Social Media is the means of interactions among people in which they create, share and exchange information and ideas in online communities and networks (Facebook, Tumblr, Instagram, Snapchat, LinkedIn etc).

Implementation:

- All members of the school community should be aware of and have knowledge of College's Acceptable Use Agreement, Code of Cooperation, Clear Consequences and eSmart Policy documents.
- All teachers must discuss/teach the content of the Acceptable Use Agreement in Term One of each year and ICT rules at the beginning of each term.
- All students in years P-9 must sign a copy of the Acceptable Use Agreement annually.
- A copy of all policies including the eSmart Policy and Acceptable Use Agreement are to be made available on the school website or through the Compass portal.
- Any breach of the Acceptable Use Agreement is recorded on Compass. Clear Consequences and restorative practices follow these instances as usual.
- Parents will be notified by phone of any breaches as they relate to ICT use.
- The school community will be updated on a regular basis through newsletters, facts sheets, information sessions and the school website.
- eSmart curriculum explicitly taught from P-9 ICT classes and supported in classrooms. P-9 students receive cybersmart messages via coordinator meetings and assemblies.
- Incidents and complaints process will be made clear to students and parents. New students and staff will be informed via the school induction program.

STUDENT EXPECTATIONS:

- Students are always expected to exhibit safe and responsible behaviours when using school equipment and communicating off and online.
- Students must sign and follow the guidelines listed in the Acceptable Use Agreements before commencing online activities.
- Students are encouraged to talk to a parent or teacher if they or others feel uncomfortable online participating in unsafe, inappropriate or hurtful online behaviours.
- Students are expected to maintain their personal security and that of others by keeping personal information secure including usernames and passwords.
- Students are expected to only take appropriate photos, audio and video with permission for educational purposes and not publish on online spaces.

PARENT EXPECTATIONS:

- Parents are always expected to exhibit and reinforce safe and responsible behaviours when communicating off and online.
- Parents are expected to supervise students when they are online.
- Parents are expected to sign and be familiar with the Springside ICT Acceptable Use Agreement and support students to meet expectations.
- Parents are expected to report any incidents of cyberbullying or unsafe cyber-

- behaviour that they become aware of happening at school to the school.
- Parents are expected to meet with staff if students are involved in cyberbullying incidents.
- Parents will be notified and will be expected to meet with school staff if students are involved in incidents of bullying/cyberbullying as per the Springside Code of Cooperation.
- Notification will be given when breaches occur, privileges are suspended or where ASDs, IBR or Internal Suspensions are deemed necessary.
- For cases in which online activities are deemed illegal, such activity will be reported to police in line with our departmental obligations.
- All records will be stored on the Compass School Manager website. These records can be accessed by authorised school staff and will be stored for a minimum of seven years.

TEACHER EXPECTATIONS:

- Staff are always expected to exhibit safe and responsible behaviours when communicating off and online as per the Acceptable Use Policy for DET ICT Systems.
- Staff are expected to effectively supervise students while online on school digital devices.
- Staff are to provide education to students around the smart, safe and responsible use of digital technologies in an eSmart curriculum and incidentally reinforced in classrooms practice.
- Staff are to read and explain the Acceptable Use Agreement in term one each year.
- Staff are to ensure that students adhere to the Acceptable Use Agreement. They must report and record breaches and follow guidelines where required.
- Staff are expected to report all cases of cyberbullying and unsafe cyber behaviour to year level coordinators.
- Coordinators are expected to report all cases of cyberbullying and unsafe cyber behaviour to parents if it is happening at home.
- Staff should always protect their passwords and guard their privacy on the internet and to be aware of their digital footprint (use privacy settings and mindful of online comments).
- Staff are expected to use their personal and school media platforms in line with DET and College expectations, particularly as they relate to the protection of privacy.

SCHOOL EXPECTATIONS:

- The school is expected to provide a range of digital technologies for student's educational use.
- The school has a policy in place that outlines the values of the school and the expected behaviours of students, parents, staff and the school.
- The school provides a filtered internet service and effective supervision of students while on school digital devices.
- The school provides access to age appropriate search engines and teacher recommended and reviewed websites.
- The school has an eSmart curriculum that is reinforced across the school.
- The school provides support to students, parents and staff to understand and use digital technologies.

Procedures, Reporting and Storage:

Incidents of cyberbullying and unsafe online behaviour will be not tolerated at Springside College on school grounds, school excursions, camps or extra-curricular activities of any kind. Students, parents, teachers and community members are encouraged to report an incident immediately if:

- they feel that the wellbeing of a student is being threatened;
- they have experienced an incident of cyberbullying (see definition);
- they come across sites/texts/images/videos which are not suitable for school use;
- they or someone they know accesses, makes or sends uncomfortable text, photo, video or audio;
- they or someone they know posts private information intentionally or unintentionally;
- they or someone they know uses content owned by others e.g. text, images, music and video and does not acknowledge source;
- they or someone they know does not seek support when there is an issue with devices;
- they or someone they know asks for private information or to meet in person;
- they or someone they know deliberately damages electronic devices or settings;
- they or someone they know accidentally breaks the Acceptable Use Agreement.

All known instances of misuse of technology will be investigated by the teacher present in the first instance and the relevant year level coordinator. These instances will be recorded as Chronicle entries on Compass School Manager by coordinators. The incident/s date, time, location, summary and parties involved will also be recorded. Where appropriate, incidents will be referred to the Assistant Principals, ICT coordinators, ICT teachers or Welfare coordinators. These determinations will be made in line by applying the facts of individual incidents to existing college documentation (Code of Cooperation, ICT Acceptable Use Agreement, Clear Consequences). The same documentation will provide guidance on the type of action to be taken in response to misuse of technology. Students may lose digital technology privileges for a designated length of time and be required to complete or resubmit cybersafety lesson modules.

Evaluation:

This policy will be reviewed as part of the colleges review cycle.

This policy was last ratified by school council on SEPTEMBER 2016