

eSMART POLICY

Definition:

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 and create, communicate and use information in a digital context. This encourages the use of web tools, digital media tools, programming tools and software applications.

Rationale:

Wantirna 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 of which to be aware when using Digital Technologies include:

- Cyberbullying
- Accessing inappropriate content
- Contact with strangers
- Posting private information and images
- Using (or stealing) content owned by others eg: 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:



- ICT Acceptable Use Guidelines (2015)
- Student Well Being Policy (2015)
- Bullying and Harassment (including Cyber Bullying) Policy (2015)
- Student Engagement and Inclusion Policy (2014)
- Internet Policy and Procedures including ICT Acceptable Use Agreement (2015)
- Information and Communication Technology Acceptable Use Guidelines (2013)

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 all 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 Wantirna Primary School, included Out of School Care, 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 Principal
- All incidents of Cyberbullying will be recorded and reported to parents/carers of the student(s) involved.
- Teachers need to have read the Department’s Policy and understand the requirements when using Digital Technologies both at school and away from the school
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/esmart.aspx>
- 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 cyberbullying incidents related to their child and other students of Wantirna Primary School.
- The Wantirna Primary School Cyber-safe Program developed from the ACMA site, will be delivered to all students each year and, where appropriate, cyber-safety will be integrated into other curriculum areas
- 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:

Evaluation of this policy will be carried out by the Education Committee as part of the cyclic review process in three years’ time or beforehand if a significant issue arises.

Date Implemented	September 2016
Author	Education Committee Emma Gardner, Adriana Grisold, Melitta Elliott, Sue Fergeus
Approved By	School Council
Approval Authority (Signature & Date)	 
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Responsible for Review	Education Committee
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