

Coldstream PS eSmart Policy



Rationale

Coldstream Primary School (CPS) has an obligation to provide a safe, secure and caring learning environment which includes digital learning and communication using digital technologies. The internet provides exciting opportunities for student engagement and learning. However, students must also be cyber-ready and cyber-safe, to prevent exposure to cyber-bullying or unacceptable behaviour that occurs in the online world, or when using technology. CPS does not tolerate any form of bullying towards students and staff. Cyber-safety is an area that requires a high level of community cooperation. The internet and digital technologies are now very much a part of life and learning.

Goal

To establish clear expectations for the CPS community with regard to cyber safety, linking student wellbeing and ICT.

Definitions

eSmart refers to the name of the cyber-safety guidelines that are followed at Coldstream Primary School to promote the safe, responsible and smart use of ICT.

Cyber-safety refers to the safe use of the internet and ICT equipment/devices including mobile phones.

Cyberbullying is when an individual, or group, use the internet, mobile phones, or other technologies to intentionally hurt another person or group of people. Cyber-bullying is often covert bullying.

ICT (Information and Communication Technologies) **Equipment/devices** in this document includes, but is not limited to, computers, laptops, iPads, iPods, storage devices, cameras, all types of mobile phones, social networking sites, and any other technologies as they come into use.

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. Digitally literate people can communicate and work efficiently with a wide range of technologies.

Existing Supportive Documentation

- Student Expectations and Consequences as listed in CPS Student Engagement & Wellbeing Policy
- Foundation-Yr2 eSmart Student ICT User Agreement
- Yr3-6 eSmart Student ICT User Agreement
- ICT Policy
- CPS ICT User agreement/eSmart Policy Pamphlet
- eSmart Incident report (cyber safety related)
- Behaviour Incident Form for Unacceptable ICT Use (Parent notification-breach of agreement not cyber safety related)

Implementation

- All members of the school community should be aware of, and have knowledge of, the documents listed above. Information will be provided to the school community through newsletters, information sessions and the school's website.
- An enlarged copy of the Prep-Yr2 & Yr3-6 eSmart Student ICT User Agreements must be displayed where digital technologies are used.
- All teachers must revisit the Agreements at the beginning of each year, in ICT classes and more often if the need arises.
- Students must sign a copy of the Prep-Yr2 & Yr3-6 eSmart Student ICT User Agreements when commencing at Coldstream PS and annually thereafter.

Implementation

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- Documentation of any breaches of the above agreement must be attached to students' signed Prep-Yr2 & Yr3-6 eSmart Student ICT User Agreements. An additional copy is to be sent home to parents to be signed and returned to the school.

Staff Expectations

- Staff must abide by the DET Acceptable Use Agreement.
- Staff are to provide explicit education around the safe and ethical use of the internet and digital technologies.
- Staff are to ensure that students adhere to the Prep-Yr2 & Yr3-6 eSmart Student ICT User Agreements. They must document any breaches, and follow through with consequences when required.
- Staff are to model and teach 'eSmart – Cyber-safety' as part of their classroom curriculum.
- Staff are expected to report all cases of Cyber-bullying which come to their attention, in the eSmart Incident Report Folder, with hard copy of evidence (if applicable) and directly to school leadership.
- Staff need to be aware of Copyright Legislation.

Student Expectations

- Students must follow the guidelines listed in the Prep-Yr2 & Yr3-6 eSmart Student ICT User Agreements.
- Students are to report any incidents of Cyberbullying or inappropriate use of technology that they become aware of. Students are expected to report such matters to both parents and school staff.

Parent Expectations

- Parents are expected to be familiar with the school's Prep-Yr2 & Yr3-6 eSmart Student ICT User Agreements. Familiarity will enable parents to support students in adhering to the expectations set out in this document.
- It is essential that parents report any incidents of Cyber-bullying or unsafe cyber-behaviour that they become aware of to the school and/or relevant authorities.

Evaluation

- ✓ The eSmart Policy will be reviewed annually and viewed in alternative years.

Resources

- Cyber-smart program- Australian Communications and Media Authority www.acma.gov.au
- eSmart School Program -The Alannah and Madeline Foundation www.esmartschools.org.au
- Department of Education www.education.vic.gov.au