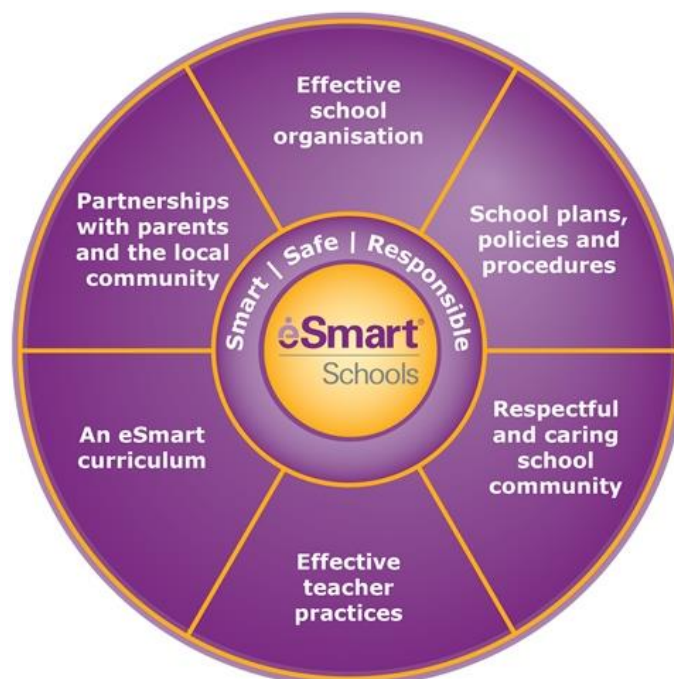


# eSMART

## What is it?

- an **effective road map** to guide schools in developing a sustainable whole-school approach to cybersafety, cyberbullying and bullying.
- **direct web access to the best cybersafety resources** from Australia and throughout the world.
- **the framework** to create a positive school culture and protect children from cyber-risks.

## We are an eSMART School



## RESPECT, RESPONSIBILITY, RESILIENCE

At Newcomb Park Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

### **AIM**

To ensure that Newcomb Park Primary School's use of technologies and digital tools meet all legislative, compliance and duty of care requirements.

### **IMPLEMENTATION**

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies. (e.g. eSmart, Madeline & Alannah Foundation and <https://www.esafety.gov.au/>)
- raise student awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies at school and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
  - [Bullystoppers Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)  
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child [see Appendix]

### **APPENDICES**

- Acceptable Use Agreement APPENDIX 1
- Student Welfare and Engagement Policy – re: ICT use section

### **REFERENCES**

- [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- <https://www.esafety.gov.au/education-resources/parent-resources/esafety-for-parents-cyberbullying>  
[Parent Guide]

### **EVALUATION**

This policy will be reviewed in accordance with the Newcomb Park Primary School Policy Review Timeline or more often if necessary due to changes in regulations or circumstances.

## Safe and responsible behaviour

At Newcomb Park PS, digital technologies and the internet are used for learning and follow our class agreement.

### **When I use digital technologies and the Internet I communicate respectfully by:**

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator

### **When I use digital technologies and the internet I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.**

#### **This means I:**

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent and teacher
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- do not post any pieces of identifiable information about myself

### **When I use digital technologies and the internet I respect myself and others by thinking about what I share online. This means I:**

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something that is rude or violent and tell or show a trusted adult
- am careful with the equipment I use

### **At school we:**

- follow teacher directions
- **will only view and discuss 'G' and 'PG' rated content**
- have discussed ways to be a safe and responsible user of digital technologies and the internet.
- have presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.
- have used this knowledge at school and everywhere I use digital technologies and the Internet.

## My ideas on safe and responsible behaviour

When I use digital technologies and the internet I communicate respectfully. This means I:

(write or draw...)

When I use digital technologies and the internet I protect personal information. This means I:

(write or draw...)

When I use digital technologies and the internet I respect myself and others. This means I:

(write or draw...)

# NEWCOMB PARK PRIMARY SCHOOL ACCEPTABLE ICT USE AGREEMENT

## Student agreement/license

\_\_\_\_\_

(Teacher)

acknowledges the commitment of

\_\_\_\_\_

(Student)

**I promise to be a polite, safe and responsible user of digital technologies.**

As a student I promise to use digital technologies safely and responsibly.  
I will ask a trusted adult for help whenever I feel unsafe.

\_\_\_\_\_

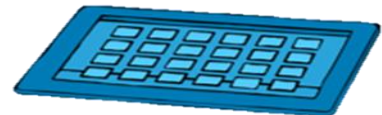
Student's signature

\_\_\_\_\_

Teacher's signature

Date

\_\_\_\_\_



### ICT Consequences

In the event that a student inappropriately uses any ICT hardware or software at school, the following consequences will take place:  
Please note that all consequences can be adjusted based on the teacher's discretion.



**1st Incident**

- \* Rule reminder
- \* Follow Student Management Plan



**2nd Incident**

- \* Parent/s informed and lose a session of ICT
- \* Incident to be recorded on Compass



**3rd Incident**

- \* Parent/s informed and note must be signed by parent for permission to commence use of ICT
- \* Incident to be recorded on Compass
- \* Loss of ICT privileges for a full day or longer [ the discretion of the teacher and or Principal]
- \*Parent meeting

Student Name:

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

This Acceptable ICT Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. iPads, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites (e.g. YouTube/Teacher Tube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities.

I understand that my child is expected to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school's Student Engagement and Wellbeing Policy if my child does not behave appropriately.

### ICT Consequences

In the event that a student inappropriately uses any ICT hardware or software at school, the following consequences will take place:

Please note that all consequences can be adjusted based on the teacher's discretion.



#### **1st Incident**

- \* Rule reminder
- \* Follow Student Management Plan



#### **2nd Incident**

- \* Parent/s informed and lose a session of ICT
- \* Incident to be logged on Compass



#### **3rd Incident**

- \* Parent/s informed and note must be signed by parent for permission to commence use of ICT
- \* Incident to be logged on Compass
- \* Loss of ICT privileges for a full day or longer [ discretion of the teacher and /or Principal ]
- \*Parent meeting

Ratified at School Council March 2016