eSMART POLICY

PREAMBLE

This policy is connected with the following policies/agreements:

- Student Engagement and Wellbeing Policy
- Bullying Prevention Policy
- Digital Technologies Policy
- Internet Usage Policy
- Mobile Devices Policy
- Photography, Filming and Recording Students Policy
- Digital Technologies Acceptable Use Agreement

DEFININTION

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

RATIONALE

Plenty Parklands Primary School 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 cyberbullying or unacceptable behaviour that occurs in the online world, or when using technology. PPPS does not tolerate any form of bullying towards students and staff. Cybersafety 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.

PURPOSE

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 PPPS Digital Technologies Acceptable Use Agreement and the Student Engagement and Wellbeing Policy which includes actions and consequences for inappropriate behaviour.
- Educate 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.

IMPLEMENTATION

- All students (except preps), along with Prep- 6 parents/carers, will sign a 'PPPS Digital Technologies Acceptable Use Agreement' at the beginning of each new school year. New students (1-6) will complete the agreement on enrolment.
- Signed Acceptable Use Agreements will be given to the ICT coordinator and filed in a secure place, and appropriate systems devised which facilitate confirmation that particular individuals are authorized to access Digital Technologies.

- Students who have not returned the agreement within 2 weeks will be unable to use any form of digital technology until a signed agreement is returned.
- The PPPS Digital Technologies Acceptable Use Agreement also applies during school excursions, camps, sporting events, extra curricular activities and home. Thnk this is part of the Agreement
- 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.
- Staff will monitor 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.
- All users of Digital Technologies need to guard their privacy on the Internet and to be aware of their digital footprint.
- Use of all Digital Technologies devices/equipment by staff, students or other approved users at PPPS, is to be limited to educational, professional development and personal usage appropriate in the school environment, as defined by the Digital Technologies Acceptable Use Agreement.
- Staff will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Parents are expected to report any cyberbullying incidents to the school.
- All incidents of Cyberbullying, including at school and outside school hours, are to be reported to the leadership team.
- All cyberbullying incidents are to be recorded on Compass and any incidents will be reported to the parents/carers of the student(s) involved.
- Staff need to have read the Department's Policy and understand the requirements when using Digital Technologies both at school and away from the school.
- All students will participate in a CyberSafety program each year and, where appropriate, CyberSafety will be integrated into other curriculum areas.
- Safe and responsible online behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.
- Information about cybersafety 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 Digital Technologies Acceptable Use Agreement and follow its guidelines.
- 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 regarding software, information and other materials sourced from the Internet.
- Mobile phones and other personal electronic devices may only be brought to school in accordance with the guidelines set out in the Mobile Phone policy.

EVALUATION:

This policy will be reviewed annually in line with new legislation, regulations and best practice.

REVIEW PERIOD

This policy was last updated in November 2018 and is scheduled for review in November 2019.

Endorsed by School Council in February 2019