

E Smart Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9802 0663 for support.

Purpose

Weeden Heights Primary School recognises the importance of Information and Communications Technologies (ICT) in preparing students for the world around them. Weeden Heights Primary School acknowledges that the effective and safe use of technology relies upon the development of responsible cyber citizenship, and is committed to being an eSmart school. The school believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians.

Guidelines

Weeden Heights Primary School is committed to sustaining eSmart accreditation by meeting all criteria as outlined in the eSmart System Tool.

Definitions

Bullying is when someone repeatedly uses their power to hurt or intimidate others. Bullying can be verbal, physical, emotional, electronic or sexual. It may be planned, spontaneous or even unintentional.

Cyber bullying is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or persons using the Internet, digital technologies (for example: mobile phones or tablets), social media or social networking sites such as Facebook and Twitter, or any other type of digital technology.

Cyber Safety is the act of taking precautions to protect and maintain anonymity of your own and/or another person's security and wellbeing when connecting and interacting with people in an online environment.

Digital Citizenship is a set of skills and behaviours required to be a successful learner, confident individual and effective contributor in today's digital age.

Digital Literacy is the knowledge, skills and behaviours required to use a broad range of digital devices to critically navigate, evaluate and create information and develop new social and economic opportunities for oneself and others in the community.

Digital Technologies are electronic devices, systems and resources that generate, store or process data. In this document it includes, but is not limited to, computer workstations,

notebooks, cameras, smart phones, tablets, video and audio players/recorders, social media and networking sites and cloud solutions.

eSmart means knowing how to guard against security and privacy risks online, download content in a legal and ethical way, research and reference information, as well as manage reputation and relationships in cyberspace (The Alannah and Madeline Foundation).

Social Media is computer-mediated services that are used as a means of supporting interactions among people and organisations in which they create, share and exchange information and ideas (for example: Twitter, Facebook, Tumblr, Snapchat).

Implementation

- Students and parents/guardians will be required to sign the Internet and School Network Acceptable Use Agreement before students are permitted to access the school network, internet and ICT resources
- The agreements will be issued annually to students
- Staff use of digital technologies and internet is in accordance with DE guidelines
- A copy of the Internet and School Network Acceptable Use Agreement will be displayed in all classrooms and is available on the school's website
- Staff will supervise 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
- Protocols for safe, respectful and responsible use of technology are present in all learning spaces
- Cyber safety will be regularly promoted to the school community through school newsletters, presentations at assembly and information sessions
- Breachers of the ICT Acceptable Use policies are recorded, managed and dealt with
- Parents/guardians will be notified and expected to meet with relevant school staff if their child is involved in any incidents of cyberbullying.

Evaluation

The Education Sub Committee and Weeden Heights PS staff will review the effectiveness of the school's E-Smart Policy on a cyclical basis in accordance with DE guidelines.

Policy Review and Approval

Policy last reviewed	2023
Consultation	Principal Staff Education Sub Committee and School Council Newsletter item to the school community
Approved by	School Council
Next scheduled review date	2027 <i>Mandatory review cycle for this policy is 3 - 4 years.</i>