Bethal Primary School
eSmart Policy

Definition:

An eSmart school is a school where technology is used in a safe and responsible manner. Students, teachers and the wider school community are equipped with the skills and knowledge to embrace and safely navigate technologies.

Rationale:

Bethal Primary School is committed to enhancing the learning process of all students through the safe use of Digital Technologies.
Bethal Primary School is committed to providing education to all students that includes information about how to be safe when using Digital Technologies.

Aims:

Bethal Primary School aims to:

- create and maintain a Cyber-Safety culture that is in keeping with our values of Respect, Collaboration and Perseverance.
- educate students to be safe, responsible and respectful users of Digital Technologies.
- establish clear expectations for students, teachers and the community when using Digital Technologies.

Implementation:

Bethal Primary School will:

- incorporate eSmart lessons into the curriculum from grades F to 6.
- restrict access to inappropriate, illegal or harmful material on the internet or on devices at school or at school-related activities.
- appropriately act on any breach of the *Digital Technologies Acceptable Use Agreement.*
- have a Bullying Prevention and a Cyberbullying policy in place.
- organise cyber safety workshops run by experts for students, teachers and wider school community every year.
- inform parents of the *Digital Technologies Acceptable Use Agreement* at the beginning of each year.
- ensure students understand and sign the *Digital Technologies Acceptable Use Agreement* in term 1 each year.
- display the eSmart Policy and *Digital Technologies Acceptable Use Agreement* on the school website.
- inform school community about eSmart related matters through newsletters, facts sheets and the school website.
- promote the safe use of technologies by participating in nationwide initiatives such National Day against Bullying and eSmart Week.

References: https://www.esmart.org.au/
https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx

Staff at Bethal Primary School have the responsibility to ensure that:

- they are familiar with eSmart approaches and incorporate eSmart lessons into the curriculum.
- they are aware of cyber bullying and able to identify and look for signs of occurrence amongst students.
- students are aware that any form of cyber bullying is prohibited at Bethal Primary School
- all cases of cyber bullying are reported to the Year Level Coordinator and/or Assistant Principal and recorded in Compass.
- there is effective supervision of digital technology usage in the classroom.

Students at Bethal Primary School have the responsibility to ensure that:

- the school values of Respect, Collaboration and Perseverance are demonstrated when using digital technologies
- only approved digital technologies are used in accordance with the signed *Digital Technologies Acceptable Use Agreement*.
- all incidents of cyber bullying are reported to a member of staff
- they take steps to protect their own privacy and personal information

Parents/Carers at Bethal Primary School have the responsibility to ensure that they:

- are familiar with the school's *Digital Technologies Acceptable Use Agreement* so they can support their child to adhere to the expectations set out in the document.
- report any incident of cyber bullying or unsafe cyber behaviour that they become aware of, to the school as soon as possible.
- respect the privacy of students, staff and members of the School community through only authorised uploading, recording or filming.

Incidents and Complaints

- Any form of bullying, whether physical, verbal or cyber, is unacceptable.
- All incidents of cyber bullying must be reported to a staff member.
- Incidents will be investigated and recorded in Compass.
- All staff have a responsibility to respond to, investigate, follow up and monitor incidents of cyber bullying.
- Parents will be notified if students are involved in any incidents of cyber bullying and appropriate consequences will be followed.

DEFINITIONS:

Bullying is when someone, or a group of people, who have more power at the time, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion. Bullying maybe direct (such as verbal bullying, name calling, insults, homophobic and racist remarks, physical actions) and indirect (lying and spreading rumours, playing nasty jokes, embarrassing,

humiliating, mimicking, encouraging others to socially exclude others, damaging someone's reputation, forwarding messages).
Cyber refers to the virtual online world, which can be accessed through a variety of technology (computers, laptop, iPad, mobile phones).

Cybersafety is the act of maintaining your own and others personal security and wellbeing while interacting with the online world. (It applies to your full name, address, phone number, school, age, birthday, email address).

Cyberbullying is when an individual, or group, uses digital technology devices to intentionally hurt another person.

Digital Literacy is the knowledge, skills, and behaviours used in a broad range of digital devices such as smartphones, tablets and laptops.

Digital Citizenship is the social skills and protocols of responsible behaviour when using technology.

Digital Footprint is a trail left by interactions in a digital environment. In social media, a digital footprint is the size of the person's 'online presence' measured by the number of individuals with whom they interact.

Digital Literacy is the ability to effectively and critically navigate, evaluate and create information using a range of digital technologies.

Social Media is the means of interactions among people in which they create, share and exchange information and ideas in online communities and networks (such as Facebook, Twitter and Instagram).

Evaluation:
This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle.

This policy was last ratified