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# E Smart Policy

Ratified : March 2017

To be reviewed : 2021

The Bungaree Parish Schools use the Internet and online resources as a learning tool to improve student learning outcomes by increasing access to worldwide information. The school embraces the benefits of technology and is committed to reducing students exposure to cyber-risks (such as cyber bullying, online sexual predation, setting, identity theft and fraud) when using the Internet, mobile phones and other electronic devices. This policy should be read in conjunction with the following associated policies and agreements:

- Safe School Policy - Anti-Bullying and Harassment Policy
- Pastoral Care Policy – Student Welfare
- Social Media Policy
- Privacy Policy
- Electronic Mail and Internet Intranet Policy

#### PURPOSE

The aim of the policy is to:

- Establish an e-Smart culture which is in keeping with the values of the school and the expectations outlined in the related policies, which includes actions and consequences for inappropriate behavior.
- Educate the students of the Bungaree Parish Schools to be smart, safe, responsible and ethical users of digital technologies.
- Recognise that explicitly teaching students about safe and responsible online behavior is essential in the lives of students and is best taught in partnership between home and school.
- Achieve and maintain accreditation as an e-Smart school by meeting all criteria as outlined in the e-Smart System Tools.

#### IMPLEMENTATION

1. The Staff of the Bungaree Parish Schools are trained in philosophies of the e-Smart program and are provided with the information necessary for Cyber safety education.
2. All students of the Bungaree Parish Schools will undertake a Cyber safe program and will be required with their parents to sign and return all related agreements (as mentioned above) before they will be permitted to use any information and communications technology at school.
3. The school community will be provided with Cyber safety information on a regular basis through information sessions and updates through the newsletter. A link to cyber safety sites will be available and regularly updated on the school website.
4. Safe and responsible online behavior is explicitly taught at our school and parents/carers are requested to reinforce this behavior at home.
5. The Staff of the Bungaree Parish Schools will raise student awareness of issues such as online privacy and intellectual property including copyright, and some online activities are illegal and will be reported to police.
6. The Staff of the Bungaree Parish Schools 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.

7. Mobile phones and other personal electronic devices may only be brought to school with prior permission of the Principal. Parents and students must comply with the conditions of use as outlined in the ICT Acceptable Use Policy, which prohibits students from accessing mobile phones and other personal electronic devices within the school grounds without permission.
8. The Staff of the Bungaree Parish Schools will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
9. All incidents of Cyber bullying must be referred to the Principal for investigation and any action taken will be in line with the above policies.
10. Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyber bullying as outlined in the Cyber safety and Social Media Policies.
11. Students are advised to report an incident to their teacher immediately if :
  - They have experienced an incident of Cyber bullying.
  - They feel the welfare of other students at the school is being threatened.
  - They come across sites which are not suitable for our school.
  - Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information.
  - They accidentally do something which is against the rules and responsibilities they have agreed to.
12. Any student who does not follow the rules of the e-Smart Agreement and associated policies, will lose their ICT privileges for a length of time as deemed appropriate by the Principal, Deputy Principal or e-Learning Leader. They will also be required to complete additional Cyber Safety lessons before their privileges are returned.
13. The e-Smart Agreement also applies during school excursions, camps and extra-curricular activities.

#### BREACHES OF POLICY

All breaches of this policy must be referred to the e-Learning Leader, and the Principal.

Incidents will be investigated and recorded on the Behaviour Report. The policies listed at the start of this policy will determine actions taken for breaches of this policy. Any student who does not follow the rules of the Acceptable Use Agreement will lose their computer privileges for a length of time as decided appropriate by the e-Learning Leader in conjunction with the Student Wellbeing Leader. They will also be required to complete additional cyber safety lessons before their privileges are returned.

Parents will be notified and expected to meet with school staff if students are involved in any incidents of bullying/cyber bullying.

Notification will also be given when computer privileges are returned.

#### RESPONSIBILITY FOR IMPLEMENTATION

The Class Teacher with the e-Learning Leader will be responsible for the implementation and continuous monitoring of the policy.