



Respect

Responsibility

Excellence

Persistence

eSmart

POLICY

Rationale:

- Canadian Lead Primary School recognises the importance of Information Communication Technology (ICT- Computers) in preparing students for the world around them and believes ICT is an integral part of the curriculum. We want our students to be confident, safe, smart, safe and responsible users of technology.
- Fundamentally, cyber-safety is an area that requires a high level of community cooperation and partnership. As an increasingly interactive medium, technology brings with it exciting educational opportunities, but at the same time it also brings risks.

Aims:

- To establish clear expectations for the Foster Primary School community with regard to cyber (online) safety.
- To develop students' transferable knowledge, skills and attitudes in the use of technology.

Definitions:

- Cyber-safety refers to the safe use of the internet and ICT equipment/devices including mobile phones.
- Cyberbullying is when an individual, or group, use the internet, mobile phones, or other technologies to intentionally hurt another person or group of people. Cyberbullying is often covert bullying. Bystanders are often involved in cyberbullying and are responsible for responding proactively to such activities.
- ICT Equipment/devices/Portable Personal Electronic Devices in this document includes, but is not limited to, computers, laptops, tablets, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, USBs, hard drives and any other technologies as they come into use.
- Digital Literacy is the ability to locate, organise, understand, evaluate, and create information using digital technology. It involves a working knowledge of current technology, and an understanding of how it can be used. Digitally literate people can communicate and work efficiently with a wide range of technologies.

IMPLEMENTATION

- All members of the school community should be aware of and have knowledge of the documents listed above.
- A copy of the appropriate Acceptable Use Agreement must be displayed in all classrooms.
- All teachers must go over the Acceptable Agreement each term and more often if the need arises.

- All students must annually sign a copy of the appropriate Acceptable Use Agreement.
- Documentation of any breaches of the above agreements must be attached to students' signed Acceptable Use Agreement. This must also be included in student's file, and an additional copy is to be sent home to parents to be signed and returned to the school.
- Information will be provided to the school community through newsletters, information sessions and the school's website.
- The Acceptable Use Agreement is posted on the school website for parent/guardian access.
- The PPED Permission Application is posted on the school website for parent/guardian access.

Staff Expectations:

- Staff must abide by the Acceptable Use Agreement.
- Staff are to provide explicit education around the safe and ethical use of the internet and digital technologies.
- Staff are to ensure that students adhere to the Acceptable Use Agreement. They must document any breaches, and follow through with consequences when required.
- Staff are to model and teach eSmart - Cybersafety as part of their classroom and specialist curriculum.
- Staff are expected to report all cases of cyberbullying which come to their attention, to school leadership and record it in the Classroom Behaviour Management Document
- Staff need to be aware of Privacy Legislation. www.privacy.gov.au
- Staff also need to be aware of Copyright Legislation. www.smartcopying.edu.au

Student Expectations:

- Students must follow the guidelines in the Acceptable Use Agreement.
- Students are encouraged to report any incidents of cyberbullying or inappropriate use of technology that they become aware of. Students are expected to report such matters to both parents and school staff.
- Students must seek permission to bring a PPED to school which is must be approved by the Principal or nominee. These are currently kept in the office.

Parent Expectations:

- Parents are expected to be familiar with the school's Acceptable Use Agreement. Familiarity will enable parents to support students in adhering to the expectations set out in this document.
- It is essential that parents report any incidents of cyberbullying or unsafe cyber-behaviour that they become aware of to the school.

Resources:

- Victorian Government Schools Reference Guide 4.15, <http://www.eduweb.vic.gov.au/referenceguide/>
- Cybersmart program- Australian Communications and Media Authority www.acma.gov.au
- Connect-Ed www.acma.gov.au
- www.cybersmartkids.com.au
- eSmart School Program -The Alannah and Madeline Foundation
- www.education.vic.gov.au/studentlearning/elearning

Canadian Lead Primary School is committed to ensuring this policy is publicised and implemented and will monitor and review its effectiveness. This policy has been created with eSmart guidelines in mind.