

eSmart Policy



PURPOSE

George Street Primary School uses the internet as a learning tool to improve student outcomes. The school recognises the importance of Information and Communication Technology (ICT) in preparing students for the world around them and believes ICT is an integral part of the curriculum. GSPS wants their students to be smart, safe responsible and ethical users of digital technologies. The school will be an eSmart school and promote cyber safety in the community. Explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership between home and school. The eSmart Policy should be read in conjunction with the Bullying & Harassment Policy (Including Cyber Bullying) and the Internet Usage Policy.

IMPLEMENTATION

- Staff are trained in the philosophies of the eSmart program and are provided with the information necessary for Cybersafety education.
- All students will undertake a Cybersafety program and at the beginning of each year all students will be required to sign an Acceptable Use Agreement before they will be permitted to use any information and communication technologies (ICT) at school.
- The school community will be provided with Cybersafety information on a regular basis.
- Safe and responsible online behaviour is explicitly taught and parents/carers are requested to reinforce this behaviour at home. Parents/guardians can view the Cybersafety programs at www.cybersmart.gov.au
- Staff will raise student awareness of issues such as online privacy and intellectual property including copyright, and that some online activities are illegal and will be reported to police.
- The school will provide and maintain a filtered internet service in line with DEECD regulations.
- Staff will supervise students when using digital technologies for educational purposes whilst acknowledging that full protection from inappropriate content can never be guaranteed.
- Staff will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- All incidents of cyberbullying must be referred to the Principal, Classroom Teacher, and eSmart Coordinator for investigation and any action taken will be in line with the Student Engagement Policy. Incidents will be investigated and recorded in a register maintained at school.
- Parents/guardians will be notified and will be expected to meet with school staff if students are involved in any incidents of cyberbullying.
- Students are advised to report an incident to their teacher immediately if:
 - i. They have experienced an incident of cyberbullying
 - ii. They feel the welfare of other students at the school is being threatened
 - iii. They come across sites which are not suitable for our school
 - iv. Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information
 - v. They accidentally do something which is against the rules and responsibilities they have agreed to
- When the Acceptable Use Agreement is broken consequences are as follows:

- i. A note will be sent home in the student diary informing parents/guardians, or a call will be made to parents/guardians depending on the offence
 - ii. The offence will be recorded by the teacher and eSmart Coordinator in the Incident Record Log
 - iii. Computer time will be restricted at school, and will be recommended as a consequence at home
 - iv. A restorative conference will be held with those affected
 - v. The student will receive a lunch time detention
 - vi. The student will receive a demerit point
- The Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

ACCEPTABLE USE OF DIGITAL TECHNOLOGIES AGREEMENT

Students at George Street Primary School will have access to the Internet for educational purposes. To support students in the use of these programs all students will complete a cyber safety program and must abide by school rules for the use of ICT.

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information

1. Students **must not knowingly access or try to access any material that is not appropriate** for school use. (Filters are in place that restrict students to Education approved sites where possible. **Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.**
2. If students find they are viewing inappropriate material or at any time feel uncomfortable about the material on their screen **they should turn off the screen** (not the computer) and report the incident to their teacher who can investigate the problem.
3. Students **must not use the Internet, Social Media or email to bully, harass or intimidate another person.** Laws exist regarding cyberbullying and the school will enact our discipline policy when dealing with this issue. The legislation requires that the school acts on Cyberbullying even if it takes place out of school hours on home computers but has an impact on our students.
4. Students **must not use inappropriate language in any communication.** A filter is in place to detect swear words and any email containing bad language is automatically forwarded to the school administration to be investigated and consequences issued where necessary.
5. All students are given user names and passwords to access computers and the internet. Students **must keep their passwords private and secure.** If a student becomes aware that **others know their password** or that of someone else they **must notify their teacher immediately.** Any student who uses another person's password to login to computers will not have access to computers.
6. Any **inappropriate use of computers will lead to the suspension of computer privileges** for a length of time decided by the IT coordinator or the Principal. **Some online activities are illegal and as such will be reported to police.**
7. Students must take care with all equipment they use. **Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent who will receive an invoice for the repair.**
8. Students **must not bring computer games or other material to school on portable devices (USB)** and load this material onto school computers. Students should seek permission to use USB sticks in school computers.
9. Students **must not use school email accounts** to create an account for online activities and social media sites.
10. Student **use of mobile phones and any personal device that has internet access while on school property is forbidden.** The school recognises the need for some students to contact parents before and after school and **provides safe storage for these devices at the office.** We want all students to be safe and secure while at school therefore **to maintain all student's right to privacy and good order in the school** we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices also can distract students from their learning. **These devices MUST be handed to the office upon arrival at school.**
11. **This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.**



George Street
Primary School
HAMILTON

Digital Technologies Acceptable Use Agreement

Students along with their parents/carers must sign this agreement to have access to Digital Technologies.

Student Name

Parent Name

I agree to use computers, iPads, cameras etc. in a safe manner and I understand the rules of this agreement. We will follow and support the schools eSmart guidelines at all times.

Signed: Student..... Parent.....

VIEWING MEDIA

Students will view media designated suitable for educational purposes and rated G or PG. Please sign the follow permission.

I agree to my student..... watching any media deemed suitable and rated G or PG as part of the curriculum at George Street Primary School.

Name.....

Signed.....(parent/carer)

PHOTOS AND VIDEO

Students will have their image captured during the recording of activities at school. These photos or videos may be included in other students work and published within secure school sites or in local newspapers with school permission. Parents and Guardians must give permission for their child to be included in these activities and for the publishing photos within the school, its secure websites or in school approved newspaper/social media articles.

I give permission for(student) to have their photo taken and published within the school or in a school approved forum.

Signed.....(Parent/Carer)

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires your consent. Consent can be withdrawn at any time.

Please contact the Principal or the I.T Coordinator if you have any questions or concerns about this agreement.