eSmart Policy

St Albans East Primary School

Date: September 2014
Amended: March 2016

Rationale	St Albans East Primary School uses the Internet 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 cyberbullying, online sexual predation, sexting, identity theft and fraud) when online using any internet-enabled devices. This policy should be read in conjunction with the *SAEPS Student Engagement and Wellbeing Policy and SAEPS ICT Policy*.
Aim	The aim of the policy is to: ● Establish an eSmart culture which is in keeping with the values of the school and the expectations outlined in the *SAEPS ICT Policy, SAEPS Acceptable Use Agreement, SAEPS Mobile Phone Policy 2012* and the *SAEPS Student Engagement and Wellbeing Policy* which includes actions and consequences for inappropriate behaviour ● Educate SAEPS students to be smart, safe, responsible and ethical users of digital technologies. ● Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. ● Achieve accreditation as an eSmart school by meeting all criteria as outlined in the eSmart System Tools.
Implementation	Successful implementation of this policy relies on enaction of the following points, ● SAEPS staff are trained in the philosophy and understandings of the eSmart program and are provided with resources to support an eSmart education program ● All SAEPS students will undertake an annual Cybersafey program and will be required with their parents to sign the *SAEPS Acceptable Use Agreement* before they will be permitted to use any information and communications technology (ICT) at school ● The school community will be provided with Cybersafety information on a regular basis ● Safe and responsible online behaviour is explicitly taught at SAEPS and parents/carers are asked to reinforce this behaviour at home ● SAEPS staff will raise student awareness of issues such as online privacy, intellectual property, copyright and that some online activities are illegal and will be reported to police ● SAEPS 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 ● 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 SAEPS Mobile Phone Policy* ● SAEPS 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 or Assistant Principal for investigation and any action taken will be in line with the appropriate school policy ● Parents will be notified and 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:
  - They have experienced an incident of Cyberbullying
  - They feel the welfare of other students at the school is being threatened
  - They come across sites which are not suitable for our school population
  - 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

- Any student who does not follow the rules of the *SAEPS Student Engagement and Wellbeing Policy*, *SAEPS Mobile Phone Policy* and the *SAEPS Acceptable Use Agreement* will lose their ICT privileges for a length of time as deemed appropriate by the Principal or Assistant Principal. They will also be required to complete additional Cybersafety lessons during RTR before their privileges are returned.
- The *SAEPS Acceptable Use Agreement* also applies during school excursions, camps and extra–curricular activities.

References & Support Documents:
- SAEPS ICT Policy
- SAEPS Student Engagement Policy
- SAEPS Acceptable Use Agreement
- SAEPS Mobile Phone Policy 2012

- Australian Curriculum - ICT
- Victorian Curriculum - Digital Technologies & Capabilities
- www.esmart.org.au
- https://www.esafety.gov.au/
- http://www.commonsensemedia.org/

Evaluation	This policy will be reviewed as part of the school's three year review cycle.
Review Year	2017 Updated: March 2016