616 – eSmart Policy

Rationale:

Cairnlea Park Primary School is committed to providing a safe, secure and caring learning environment for all its students. It is important for students to be responsible and safe when working in the online environment or using technology. Students must be cyber-ready and cyber-safe, to prevent exposure to cyberbullying and the risks associated with digital technologies and to educate on the unacceptable behaviour that may occur.

Aims:

- For Cairnlea Park Primary School to develop a whole school approach to ensure its students are protected from bullying and cyberbullying while at school.
- 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.
- The eSmart Policy should be read in conjunction with the following policy documents:
    - ICT Acceptable Use Policy
    - Bullying and Harassment Policy
    - Student Engagement Policy

Implementation:

- All staff members are to be familiar with the above policy documents. Staff are to familiarise themselves at the beginning of each school year with each policy document and carry out the necessary requirements within their classroom and as part of their daily duties while at school.
- At the beginning of each school year, and at any other time as needed, teachers are to familiarise the students with the protocols in place for using digital technologies, including both the safe handling of equipment together with the consequences if incorrect use occurs.
- Throughout each school year, students will receive explicit education of an eSmart curriculum in relation to:
    - Staying safe online.
    - How to deal with conflict, bullying, cyber-bullying and harassment.
    - Building confidence, resilience, persistence, getting along and organisational skills.

- The staff at Cairnlea Park Primary School will use the following resources to enhance their teaching of an eSmart curriculum
    - Social and Emotional Learning Program
    - Incursions and excursions.
    - Classroom Instruction that Works Growth Mindset Philosophy
    - ICT coaching focusing on cyber safety education

- Cairnlea Park Primary School is committed to educating not only its students but also its wider community. As such, information relating to the eSmart Curriculum will be produced and distributed through school newsletters. Information sessions, which may include guest speakers, will be made available to the wider school community at times and will be advertised through the normal channels of communications.
- Parents and students must sign an Acceptable Use Agreement annually.
- The ICT team must go over the Acceptable Use Agreement each semester.
- All staff members are responsible for ensuring that students adhere to the Acceptable Use Agreement. Any breaches of this agreement will be documented, and appropriate consequences as set out in the agreement will be given.

- Cairnlea Park Primary School 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.
- The use of computers and mobile devices is a part of everyday learning whilst at Cairnlea Park Primary School. Students are expected to adhere to the Acceptable Use Agreement Policy document while using these devices at school.
- In line with the Bullying and Harassment Policy, all students and staff are responsible for reporting any form of bullying (including cyber-bullying) or harassment to either a teacher or the Student Welfare team, who will follow the procedures as set out in the above mentioned policy document.
- The school community as a whole has a responsibility for the safety of the students at Cairnlea Park Primary School, and as such, parents and caregivers and others who witness any form of conflict, bullying (including cyber-bullying) or harassment are expected to report this to the Student Welfare team or classroom teacher as soon as is practicable.
- Cairnlea Park Primary School will respond to issues or incidents that have the potential to impact on the wellbeing of our students.

External references:

www.cybersmart.gov.au

www.esmart.org.au

Evaluation:

This policy will be reviewed as part of the school's four year review cycle or as deemed necessary.

This policy was ratified by School Council in May 2016
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