e-Smart Policy

Date Approved: August 2013

1   BACKGROUND

Williamstown Primary School recognises the importance of Information Communication Technology (ICT) in preparing students for the world around them, and as such believes ICT is an integral part of the curriculum. Our aim is to ensure students feel confident and safe using this technology.

Being an e-Smart school, we promote cybersafety in the community and believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We will therefore set up structures and procedures so that partnerships can be formed between the school and outside agencies.

2   PURPOSE

This policy aims to establish clear expectations for the Williamstown Primary School Community with regard to developing and maintaining an e-Smart culture placing the safety, and in particular the cybersafety, of our students as a priority.

The policy also clearly sets out the respective responsibilities of students, parents/guardians and the School; this is an issue that requires a high level of community cooperation, and a whole of school approach.

The Policy is closely linked to the School's Student Engagement Policy.

3   DEFINITIONS

"Cyber Bullying" involves the use of electronic equipment devices to harass and cause discomfort to other members of the school community.

"Cyber safety" refers to the safe and ethical use of all Information Communication Technologies, including equipment and other devices.

"e-Smart" refers to an understanding of and the safe, responsible and ethical use of ICT.

"Information Communication Technologies (ICT)" equipment/devices in this policy is defined as, but is not limited to, computers (including desktops and laptops), storage devices (eg USB) and flash memory devices, CDs, DVDs. Floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other technologies as they come into use.

 "School" is Williamstown Primary School

4 PROCEDURES FOR IMPLEMENTATION

4.1 All students enrolled at Williamstown Primary School agree at the time of their enrolment to abide by the Student Code of Conduct (see the Student Engagement Policy). This policy is to be read as an extension of the Student Code of Conduct forbidding, and working to prevent, the practices of bullying and harassment.

4.2 The use of ICT and other equipment/devices within Williamstown Primary School should be for educational and creative purposes only.

4.3 The School has the right to monitor access and review all ICT use by students of the School. This includes personal emails, social networking sites (such as Facebook) and user generated content sites (YouTube, Flicker, and Interactive sites) received and sent on the school's computer and/or network facilities.

4.4 The use of privately owned ICT equipment/devices (ie. iPhones, USB's, Mobile Phones) on the school site or at any school related activity must be appropriate to the school environment. If at any time a student is unclear on appropriate usage, they should seek clarification from the appropriate member of staff.

4.5 In line with the 'Acceptable Use of Internet, Netbook & Mobile Technologies Agreement' that each student signs upon enrolment into the School, the School will take all reasonable steps to ensure that all students are accessing appropriate sites via the internet. The forms will use age-appropriate language that will be provided in 3 'proformas' (Prep --2, Grades 3 and 4, and Grades 5 and 6) that can be understood and discussed with the students.

5 Student Responsibilities:

5.1 Ensure that all material being accessed on the internet is appropriate and does not breach this policy.

5.2 Seek clarification with regard to accessing websites or other sources of information where the content may breach this policy. This clarification may come from the staff member who is supervising at that time, or the Principals of the school, if further clarification is required.

5.3 Ensure that communications between students, parents and staff members of the school community do not have the effect of harassing, vilifying or attacking personally other individuals. This includes but is not limited to written words and the posting of images.

5.4 Where ICT equipment devices are used out of school time, report any communications which are very likely to have an impact on a student(s) within the school.

6 Parent Responsibilities:

6.1 Monitor home use by students and report to the School any communications that may have the effect of breaching this policy.

6.2 Where practical, ensure that ICT equipment/devices are placed in a position within the home where easy monitoring is possible.

6.3 Support the school in encouraging responsible communication using ICT equipment /devices

7   School Responsibilities:

7.1 Provide a viable structured curriculum and program to teach responsible use of ICT (to be e-Smart)

7.2 Ensure there is appropriate follow up where instances of online harassment are found to have occurred.

7.3 Work in a partnership with parents to investigate online harassment and to promote cyber safety in the school community.

7.4 Bullying (in any form) is classified as 'non-negotiable behaviour' and will therefore involve the procedures as outlined in the Student Engagement Policy.

7.5 Utilise student support structures and counselling to provide all necessary support where instances of harassment or bullying have been found to occur.

8   REVIEW AND POLICY HISTORY

This Policy will be reviewed every 3 years or as required.

Policy History:

Version Approval Date	Summary of Changes
August 2013	New policy