eSmart Policy
Brighton Primary School
1542

Brighton Primary School's Digital Technologies vision

A community who uses digital technologies as a tool to be:

- Critical thinkers
- Interactive learners
- Global citizens

Rationale

Brighton Primary School is committed to providing a safe, secure and caring learning environment for all its students. We believe the teaching of digital citizenship skills is essential to the lives of students and is best taught in partnership between home and school. The school supports the belief that through digital technologies we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to develop skills to find, explore, analyse, exchange, present and create information. While the use of digital technologies as a learning tool is exciting, it is important for students to be smart, safe, responsible and ethical when working in an online environment and using technology. Students need to be equipped with strategies to help them manage a range of situations that may occur in an online environment.

Purpose

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 school's 'Acceptable Use Agreement' and 'Student Engagement Policy', which includes actions and consequences for inappropriate behaviour.

- Educate Brighton Primary School students and wider community to be smart, safe, responsible and ethical users of digital technologies and recognise this 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 and sustain this status.

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 imposed if incorrect use occurs.

- Throughout each school year, students will receive explicit education of an eSmart curriculum appropriate to their age.

- The staff at Brighton Primary School will use the following resources and strategies to enhance their teaching of an eSmart curriculum:
    o Circles

- o Student wellbeing
- o Incursions and excursions
- o eSmart scope and sequence mapped against the Program of Inquiry

- Brighton 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 and the school website. 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.

- All teachers must revisit the 'Acceptable Use Agreement' each term with students. Students are expected to adhere to the 'Acceptable Use Agreement'.

- An enlarged copy of the Acceptable Use Agreement must be displayed where digital technologies are used.

- 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.

- In line with the 'Student Engagement Policy' all students and staff are responsible for reporting any form of bullying (including cyber-bullying) or harassment, to either a teacher or the Principal/Assistant Principals, 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 Brighton 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 Principal/Assistant Principals as soon as is practicable.

- Form an eSmart committee comprised of members of the leadership team, teachers, parents and student representatives to sustain the eSmart framework.

- Advising students to report an incident to their teacher immediately if:
- o They have experienced an incident of Cyberbullying.
- o They feel the welfare of other students at the school is being threatened.
- o They come across sites which are not suitable for our school.
- o Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information.
- o They accidentally do something which is against the rules and responsibilities they have agreed to.

- Ensuring that any student who does not follow the rules of the 'Acceptable Use Agreement' loses their ICT privileges for a length of time as deemed appropriate by the Principal, Assistant Principal, Digital Technologies Coordinator or Teacher. They will also be required to complete additional Digital Citizenship lessons before their privileges are returned.

- Referring all incidents of cyberbullying to the Principal, Assistant Principal and Digital Technologies for investigation. Any action taken will be in line with the 'Student Engagement Policy'.

- This policy should be read in conjunction with: the 'Acceptable Use Agreement and 'Student Engagement Policy.'

This policy was last ratified by School Council in 2016

To be reviewed in 2019