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

- Provide students with the opportunity to benefit from digital technologies to support and enhance learning at school

- Ensure our community understands the school's procedures for responding to inappropriate student behaviour on digital technologies and the internet

Implementation

- 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 in line with the requirements of the Victorian Curriculum. We are committed to educating all students to be smart, safe and responsible in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Brighton Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- Using the 'Circles' approach in classes to facilitate learning around appropriate technology use
- have agreements and programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including Units of Inquiry that link to range of ways technology is used, including: Technological knowledge, safety and wellbeing
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

- Parents and students must sign an 'Acceptable Use Agreement' annually.

- All teachers revisit the 'Acceptable Use Agreement' as required 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.

- 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, cyberbullying or harassment are expected to report this to the school as soon as practicable. Any action taken will be in line with the 'Student Engagement Policy'.

Cyberbullying is bullying using digital technologies including mobile phones, email and social media tools. Cyberbullying includes:

- **Pranking:** Repeated hang ups, anonymous, mocking or threatening phone calls.

- **Image sharing:** Forwarding or sharing unflattering or private images without permission.

- **Sexually explicit images:** People of any age, who forward or share images of a sexual nature of a person under 18 need to be aware that this is a criminal offence (child pornography) that may result in prosecution.

- **Text and email:** Sending insulting or threatening text messages or emails.

- **Personal online information:** Publishing online someone's private, personal or embarrassing information without permission, or spreading rumours online.

- **Identity theft:** Assuming someone's identity online and negatively representing them in a way that damages their reputation or relationships.

- **Hate sites:** Creating hate sites or implementing social exclusion campaigns on social networking sites.

- It is also cyberbullying when a student, or students, uses technology to run a multi-step campaign to bully another student. For example, setting another student up to be assaulted, video-recording their humiliation, posting the video-recording online and then sending the website address to others.

- Students are advised to report an incident to their teacher immediately if:

  - They have experienced an incident of Cyberbullying
  - They feel the wellbeing of other students at the school is being threatened
  - They come across sites which are not suitable for our school
  - 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.

- Students who do not follow the expectations of the 'Acceptable Use Agreement' may have their access to the use of digital technologies reviewed for a length of time as deemed appropriate by the Principal, Assistant Principal or Teacher. They will also be required to complete additional Digital Citizenship education before their access is returned.

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

  Useful Resource: Office of the eSafety Commissioner https://www.esafety.gov.au/

This policy was last ratified by School Council in August 2019

To be reviewed in 2022