



eSmart Policy

Koo Wee Rup 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 using the Internet, mobile phones and other electronic personal devices.

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 KWRPS Student Engagement Policy which includes actions and consequences for inappropriate behaviour.
- Educate KWRPS 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 (<https://www.esmartschools.org.au/Pages/eSmartSchoolsSystemTool.aspx>).

IMPLEMENTATION

1. KWRPS staff will be trained in the philosophies of the eSmart program and are provided with the information necessary for Cybersafety Education.
2. All KWRPS students will undertake a Cybersafe program and will be required, with their parents, to sign an 'Acceptable Use Agreement document' before they will be permitted to use any Information and Communications Technology (ICT) at school.
3. The school community will be provided with Cybersafety information.
4. Safe and responsible online behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

5. KWRPS staff will raise student awareness of issues such as online privacy and intellectual property including copyright, and that some online activities are illegal and will be reported to police.
6. Staff 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.
7. Mobile phones and other personal electronic devices are to be switched off and handed into the office at the beginning of the school day. Parents who need to leave a message for a student during the day will contact the office rather than use the student's mobile phone number.
8. Parents and students must comply with the conditions of use as outlined in 'Electronic Devices Policy', which prohibits students from accessing mobile phones and other personal electronic devices within the school grounds.
9. KWRPS will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
10. All incidents of Cyberbullying must be referred to the Principal and the ICT coordinator for investigation. Any action taken will be in line with the 'Student Engagement Policy' and 'Acceptable Use Agreement'.
11. Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying.
12. 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.
 - Someone writes something inappropriate that makes them or their friends feel uncomfortable, or asks them to provide private information or photos.
 - They accidentally do something which is against the rules and responsibilities they have agreed to.
13. Any student who does not follow the rules of the eSmart Agreement will lose their ICT privileges for a length of time as deemed appropriate by the Principal, Assistant Principal or ICT Coordinator.
14. The eSmart Agreement also applies during school excursions, camps and extra-curricular activities.

References:

KWRPS ICT Policy guidelines

External references:

www.cybersmart.gov.au

www.esmart.org.au

Evaluation

To be reviewed by School Council