



# SUNBURY HEIGHTS PRIMARY SCHOOL

## eSmart Policy 2016

### **Aim**

Through explicit teaching about safe and responsible online behaviours, and the promotion of cyber safety amongst our school community, we strive to encourage safe and responsible use of digital technologies in all settings.

### **Rationale**

Digital technologies are increasingly being used in society for a variety of purposes. At Sunbury Heights, we acknowledge the importance of educating students about the need to adopt safe and responsible behaviours when using such technologies to engage with the world around them. This includes developing student awareness of their contacts and online audiences, the impacts of their personal conduct and online activities, and where to seek help if they have concerns related to safety or well-being.

Sunbury Heights recognizes the importance of home/school relationships in encouraging positive behaviours and safe use of digital technologies, which may be enhanced through regular communications about cyber safety and responsible online behaviours.

For reasons of privacy and safety, it is important that our school community is informed of their responsibilities regarding their use of personal electronic devices when on school premises or at offsite school events.

### **Implementation**

To ensure that expectations and responsibilities regarding the use of digital technologies, are understood by all the relevant parties; parents and students will be required to sign the appropriate 'Acceptable Use Agreement' form. Different forms will be used for junior and middle/senior school students.

Where school owned digital devices are permitted to be taken home for use outside school hours, parents/carers will be required to return a separate form. This signing of this form requires that parents/carers will provide adequate supervision of their child's activities when using these devices outside the classroom.

To support parents and carers in their role of supervising their children's digital technology usage, cyber safety related information will be provided on a regular basis. Parents will be encouraged to view a range of resources on e-safety at The Office of the Children's eSafety Commissioner <https://www.esafety.gov.au/> to support their role in reinforcing safe and responsible behaviours at all times.

Students will undertake activities related to cyber safety, being a responsible digital citizen and leaving a positive digital footprint.

Sunbury Heights Primary School will not tolerate incidences of cyberbullying and victims and their carers will be encouraged to report incidents to law enforcement bodies.

Cyberbullying involves being tormented, threatened, harassed, humiliated, embarrassed or targeted by others. It is usually not a one-time communication, unless it involves a death threat or a credible threat of serious bodily harm. It can occur when using the Internet, instant messaging, e-mail, mobile phones, chat rooms or social networking sites such as Facebook, Instagram, Snapchat and Twitter or other types of digital technology.

<http://www.stopcyberbullying.org>

Students are advised to report an incident if:

- they believe they are a victim of Cyberbullying
- they feel that the welfare of other students at the school is under threat
- they come across sites which are not suitable for school
- someone communicates something to them that they know is wrong or makes them feel uncomfortable
- someone asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.

Incidents will be investigated and breaches recorded in a register maintained at school.

Sunbury Heights' Student Management Policy 2016 will determine action taken for breaches of this agreement.



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Any student who does not follow the expectations specified in the 'Technology Acceptable Use Agreement' will lose their computer privileges for a length of time as decided upon by relevant staff and/or the Principal or Assistant Principal. These students will also be required to review cyber safety expectations and responsibilities before the return of privileges.

Parents will be notified if students are involved in any incident of cyberbullying.

Parents and other members of our school community are expected to only use their personal electronic devices to record images of students from their own family when on school premises, or at offsite school events.

The use of digital technologies at Sunbury Heights will be guided by our 'Whole staff digital technologies acceptable use agreement'.

If there is a need for students to bring mobile phones or digital communication devices to school, they are only to be used under the care and direction of school staff. The school is not responsible for any damage to, or the loss of any such devices.

This policy will be updated annually.

Ratified 2016. Next Review 2017.