



LAKES ENTRANCE PRIMARY SCHOOL

eSmart Policy

Rationale:

Lakes Entrance 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. This policy should be read in conjunction with the 'Lakes Entrance Primary School Acceptable ICT Use Agreements'.

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 'Lakes Entrance Primary School Acceptable ICT Use Agreements' and the Lakes Entrance Primary School Student Engagement Policy, which includes actions and consequences for inappropriate behaviour.
- Educate Lakes Entrance Primary School 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.

Implementation:

1. Lakes Entrance Primary School staff are trained in the philosophies of the eSmart program and are provided with the information necessary for Cybersafety education.
2. All Lakes Entrance Primary School students will undertake a Cybersafe program and will be required with their parents to sign a Lakes Entrance Primary School Acceptable ICT Use Agreement 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 on a regular basis.
4. Safe and responsible online behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.
5. Lakes Entrance Primary School 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 or online authorities, such as www.esafety.gov.au.
6. Lakes Entrance Primary School 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 may only be brought to school with prior permission of the Principal. Parents and students must comply with the conditions of use as outlined in the Lakes Entrance Primary School 'Acceptable ICT Use Agreements, which prohibits students from accessing mobile phones and other personal electronic devices during school time.

8. Lakes Entrance Primary School will respond to issues or incidents that have the potential to impact on the wellbeing of our students.

9. All incidents of Cyberbullying must be referred to the Principal and the ICT coordinator for investigation and any action taken will be in line with the Student Engagement Policy.

10. Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying.

11. 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 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.

12. Any student who does not follow the rules of the eSmart Agreement and the 'Lakes Entrance Primary School Acceptable ICT Use Agreements' will lose their ICT privileges for a length of time as deemed appropriate by the Principal or ICT Coordinator. They will also be required to complete additional Cybersafety lessons before their privileges are returned.

13. The Acceptable ICT Use Agreement also applies during school excursions, camps and extra –curricular activities.

Operational Procedures:

References:

Lakes Entrance Primary School Acceptable Use Agreements

Lakes Entrance Primary School Student Wellbeing and Engagement Policy

External references:

www.esafety.gov.au

www.esmart.org.au

www.education.vic.gov.au/about/programs/bullystoppers

Evaluation:

Ratified by School Council July 2016

- This policy will be reviewed as part of the school's three-year review cycle.

