

## eSmart Policy & Acceptable Use Agreement

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<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
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<b>Responsible for Review</b>	Principal
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<b>References</b>	DEECD School Policy Advisory Guide

## **RATIONALE:**

Designed for Australian schools, eSmart is an initiative of The Alannah and Madeline Foundation. eSmart is a system to help schools reduce bullying and cyberbullying and to promote cyber safety. It encourages schools to make changes through policies, practice and school wide approaches to make a cybersafe, or 'eSmart' environment. eSmart supports schools to embrace the benefits of technology and ensure they are doing everything possible to reduce students' exposure to cyber-risks, such as cyberbullying, online sexual predation, sexting, identify theft and fraud.

Skene Street Specialist School has an obligation to provide a safe, secure and caring environment. Skene Street Specialist School maintains a zero tolerance policy to the bullying of students and staff. The internet and digital technologies are now very much a part of life and learning. As one of the main interactive mediums used the internet, brings with it exciting educational opportunities, but at the same time it also brings risks. Due to our student's vulnerability, we believe it is important to provide our students with a safe secure environment for them to be able to experience different information and communication technology mediums.

Skene Street Specialist School is cognisant of its obligations under the Child Safe Standards (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that our eSmart Cybersafety program poses no risk to child safety.

## **IMPLEMENTATION:**

Parents, teachers, students and the community are to be made aware of what makes an eSmart school. Our school community will be regularly reminded of their duty of care regarding protection of students from all forms of bullying and be made aware of types of cyber bullying, and its legal and hurtful ramifications. This will be done through information on topics such as eSmart, School Wide Positive Behaviour Support and Behaviour Management being made accessible to parents. Regular updates will be made regarding the eSmart program on the school website and newsletter. Our school will take on a pro-active approach in addressing cyber-safe practices and will model examples of cyber-safety throughout each day. ICT is a valuable part of our student's learning experiences and is an integral component of our student engagement, learning, feedback, and reporting processes.

Our school acknowledges that cyber-safety concerns occur at home, in the community, and at school. While we have procedures to manage incidents at school, we may take a supporting role to assist cyber-safety issues at home and in the community. Cyber-safety issues that do not occur at school or through the use of school devices, should be managed by parents and/or other authorities. Parents, and where applicable the students, will sign a **Skene Street Specialist School Student ICT User Agreement**, prior to accessing ICT devices at our school. (Two versions of the agreement are available to cater for the varying ages and abilities of our student cohort)

## **DEFINITIONS**

For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

## GUIDELINES

Staff use of Skene Street Specialist School's devices and/or network to access the internet or any other ICT application, is governed by the Department's [Acceptable Use Policy \(AUP\)](#) as amended from time to time.

Skene Street Specialist School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DEECD's policy on [Using Digital Technologies to Support Learning and Teaching](#)

Student use of the Skene Street Specialist School's devices and/or network to access the internet or any other ICT application is governed by Skene Street Specialist School's Acceptable Use Agreement. Students will be made aware of behaviour which is not acceptable when using ICT. Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc.) will not be tolerated by Skene Street Specialist School and consequences will apply to students who breach these protocols.

Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft. (Devices are to be handed to teachers on arrival at school) Distribution of school owned devices to students and personal student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Skene Street Specialist School's Acceptable Use Agreement.

The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (see [Acceptable Use Policy](#)).

Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets and gyms. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.

Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014 (Vic) (PDP Act)* and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (**Copyright Act**). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act.

## RESPONSIBILITIES AND CONSEQUENCES

The use of the Skene Street Specialist School's ICT resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school's ICT resources can only be used for or in connection with the educational or administrative functions of the school.

This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- Student Engagement and Inclusion policy
- Bullying and Harassment Policy
- Privacy policy

It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

## **Consequences of Improper Use**

Consistent with the *Student Engagement and Inclusion Policy* breaches of the *ICT Acceptable Use Policy* by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.

### For Students:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Engagement & Inclusion Policy*.

### For Staff:

Non-compliance with the *ICT Acceptable Use Policy* will be regarded as a serious matter and appropriate disciplinary action may be taken. See *Acceptable Use Policy* for more information - <http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>

Use of ICT to engage in behavior that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

## **LINKS**

School Policy and Advisory Guide Links (click on hyperlinks below):

- [DET Using Technology to Support Teaching](#)
- [DET Schools and Cybersafety](#)
- [DET Acceptable Use Agreements and Consent](#)
- [DET Duty of Care and Supervision](#)
- [DET Using Social Media](#)
- [DET Students Using Mobile Phones](#)
- [DET Photographing and Filming Students](#)

At Skene Street Specialist School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

**Staff safe and responsible behavior:**

At our school we:

- expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- [Bullystoppers Duty of Care and Supervision](#)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the [Department of Education and Training](#) and Cybersmart:
  - [Bullystoppers Interactive Learning Modules - parents](#) ([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [Cybersafety guide - parents](#) ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))

**Student Safe and responsible behavior:**

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel.
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.
- When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:
  - protect my friends' information in the same way
  - protect my passwords and don't share them with anyone except my parent
  - only ever join spaces with my parents or teacher's guidance and permission
  - never answer questions online that ask for my personal information
  - know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
  - use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
  - protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
  - speak to a trusted adult if I see something that makes me feel upset or if I need help
  - speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
  - don't deliberately search for something rude or violent
  - turn off or close the screen if I see something I don't like and tell a trusted adult
  - am careful with the equipment I use.
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- At school we/I have:
  - discussed ways to be a safe and responsible user of digital technologies and the internet.
  - presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

## Skene Street Specialist School Student ICT User Agreement

### *Student agreement*



(Principal or teacher) \_\_\_\_\_

**acknowledges the commitment of**

(student) \_\_\_\_\_

**to being a polite, safe and responsible user of digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.  
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher/Principal's signature

Date \_\_\_\_\_

## When I use the internet.

### ACT SAFELY

Protecting my personal information is acting safely.  
(name, address, date of birth and phone number)

This means:

- ❖ Asking an adult before putting my personal information online.
- ❖ Never putting information about my friends or family online.
- ❖ Protecting my password and not sharing it with others.
- ❖ Asking a parent or teacher before joining a space online.
- ❖ Ignoring online questions that ask about my personal information



### SHOW RESPECT

Thinking and checking that what I write or post is kind and polite to others is showing respect.

This means:

- ❖ Never sending mean or hurtful messages or emails.
- ❖ Never sending or using photos of my friends or family without asking them first.



### BE RESPONSIBLE

- ❖ Looking after myself and others by thinking about what I share online is being my best.

This means:

- ❖ Speaking to a teacher or parent if I see something that makes me feel upset or scared.
- ❖ Speaking to a teacher or parent if I know someone else is upset or scared.
- ❖ Using websites or web spaces that a right for my age.
- ❖ Refraining from searching for something rude or violent.
- ❖ Turning off the screen or using the back button if I see something I don't like and telling a teacher or parent.



# When I use the school computer or iPad.

## **ACT SAFELY**

Using the technology equipment properly is acting safely.

This means:

- ❖ Clean and dry hands.
- ❖ Touching the keyboard, screen and mouse carefully.
- ❖ Using two hands to pick up or carry the netbook, laptop or iPad
- ❖ Storing the netbook, laptop or iPad in a locked cupboard, away from water, dust and direct sun.
- ❖ Cleaning the computer and iPad screen with a soft cloth.
- ❖ No food or drink near the computer or iPad



## **SHOW RESPECT**

Looking after the school computers and iPads is showing respect.

This means:

- ❖ Sharing the computer with others and taking turns.
- ❖ It's okay for others to watch me on the computer.
- ❖ Keeping my hands and feet to myself if I am sharing a computer.
- ❖ Using headphones or turning volume down low when using computers, iPads or iPods.
- ❖ Avoid squeezing, pushing or shaking the computer and iPad.



## **BE RESPONSIBLE**

Respecting others' space and belongings around technology is being your best.

This means:

- ❖ Asking permission to look at or touch others' iPads, mobile phones, iPods, netbooks or laptops.
- ❖ Waiting patiently for computer programs to open or load.
- ❖ Asking the teacher before using the internet.



**My name is:**

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