



Andrews Creek Primary School

eSmart Policy



DEPARTMENT OF
EDUCATION
learners first

Rationale

Digital Technologies are rapidly changing how people communicate and access technology. Teachers and students are increasingly using online technologies to assist in the teaching and learning process. These technologies are valuable in developing effective communicators and supporting all learners to succeed as connected, resilient, creative and curious thinkers. (DoE Strategic Plan 2018-2021)

There is a need however, to set clear guidelines to limit bringing personal devices to school and the use of these devices during the school day in order to avoid unnecessary interference with teaching and learning. The school does not accept any responsibility for damage to personal devices, including loss, theft and viruses.

Definitions

Bullying – is when a person or group of people deliberately upset another person; damages another person's property, reputation or social acceptance on more than one occasion.

Cyber Bullying – is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or persons using the Internet, digital technologies (for example: mobile phones or tablets), social media or social networking sites such as Facebook and Twitter, or any other type of digital technology.

Cyber Safety – is the act of taking precautions to protect and maintain anonymity of your own and/or another person's security and wellbeing when connecting and interacting with people in an online environment.

Digital Citizenship – is a set of skills and behaviours required to be a successful learner, confident individual and effective contributor in today's digital age.

Digital Literacy – is the knowledge, skills and behaviours required to use a broad range of digital devices to critically navigate, evaluate and create information and develop new social and economic opportunities for oneself and others in the community.

Digital Technologies – are electronic devices, systems and resources that generate, store or process data. In this document it includes computer workstations, notebooks, cameras, smart phones, tablets, video and audio players/recorders, social media and networking sites and cloud solutions.

eSmart – means knowing how to guard against security and privacy risks online, download content in a legal and ethical way, research and reference information, as well as manage reputation and relationships in cyberspace (The Alannah Madeline Foundation).

Social Media – is computer mediated services that are used as a means of supporting interactions among people and organisations in which they create, share and exchange information and ideas (for example: Twitter, Facebook, Tumblr, and Snapchat).

ICT – means Information, Communication and Technology, and teaching in ICT develops skills and understandings in managing and operating ICT to investigate, create and communicate. ICT incorporates digital citizenship when considering the ethical and social impacts of using technologies. It is explicitly planned and taught in all subject areas.

Digital Technologies - (the teaching of) develops knowledge, understandings and skills of the underlying concepts of information systems, data and computer science. It encourages students to design and create digital solutions that solve problems while taking their preferred futures into consideration.

Purposes

1. To provide technology based experiences that will develop each students' understanding to effectively access, interpret and transform, create, communicate, evaluate and manage information in ethical ways using a range of resources.
2. To develop student understanding of technology based concepts and skills that will enable them to use technology productively.
3. To provide staff with ongoing professional development in order to refine their own technological skills. Professional development will also assist teachers in planning to effectively integrate the use of technology into their learning programs.
4. Establish transparent expectations for students, teachers and the community when using the internet and Digital Technologies.
5. Recognise that explicitly teaching students about safe and responsible eSmart behaviour is best taught in partnership between home and school.

Implementation

- Andrews Creek Primary School's Acceptable Use Agreement is discussed with students and parents.
- All students in P-6 have signed a copy of the Acceptable Use Agreement
- Members of staff use Digital Technology and Internet in accordance with the DoE Conditions of Use Policy for All Users of Information and Communication Technology.
- Protocols for safe, respectful and responsible use of technology are present and clearly visible in all learning spaces
- A copy of this eSmart policy and the Acceptable Use Agreement for students is available on the school website
- The school community will be updated on a regular basis through newsletters, special events and the school website.
- Andrews Creek Primary School's Curriculum eSmart Scope and Sequence implemented from Prep- Grade 6 is supported by the classroom teacher.

Members of Staff at Andrews Creek Primary School have the responsibility to ensure that:

- They are familiar with eSmart approaches and understand the philosophies of the eSmart programs, necessary for teaching digital literacy
- They are aware of cyber bullying and are able to identify and look for signs of occurrence amongst students
- Students are aware that any form of cyber bullying is prohibited at Andrews Creek Primary School
- Students are aware of the consequences of cyber bullying (Acceptable Use Agreement)
- The Principal is informed of all cases of reported cyber bullying and it is responded to promptly
- There is effective supervision of digital technology usage in learning spaces and the school will monitor and deter cyber bullying.

Students at Andrews Creek Primary School have the responsibility to ensure that:

- The Andrews Creek Primary School STAR values of safe, thoughtful, always be your best and respect are demonstrated when using digital technologies
- Only approved digital technologies are used in accordance with the signed Acceptable Use Agreement and in line with the school curriculum program
- They do not breach the privacy of students, staff and members of the school community through any unauthorised publishing of photography, video, or defamatory comments on social media or networking site and applications
- All incidents of cyber bullying are reported to a member of staff
- They take steps to protect their own (and others) privacy and personally identifiable information.

Parents at Andrews Creek Primary School have the responsibility to ensure that:

- Are familiar with the school's Acceptable Use Agreement so they can support their child to adhere to the expectations set out in the document
- Report any incidents of cyber bullying or unsafe cyber behaviour that they become aware of, to the school as soon as possible
- Respect the privacy of students, staff and members of the school community through only authorised uploading, recording or filming.

Conclusion

An effective informational technology program will ensure that all members of the school community use technology effectively and safely in order to meet the needs of our rapidly changing society.

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