

# SPRING GULLY PRIMARY SCHOOL

## eSmart Guidelines

### Introduction:

The internet and digital technologies are now very much a part of life and learning. As an increasingly interactive medium, it brings with it exciting educational opportunities, but at the same time it also brings risks.

Dangers include:

- Cyberbullying
- Accessing inappropriate content
- Contact with strangers
- Posting private information
- Using [or stealing] content owned by others eg. Images, music, videos
- Plagiarising; taking ideas or information created/owned by others without referencing their origin
- Not using critical thinking skills when using the internet-using misinformation
- Not seeking support offline when there is an issue

Explicit education is needed around the safe and ethical use of the internet and digital technologies. This explicit education is linked to VELS that defines the 'essential knowledge, skills and behaviours students need to prepare for further education, work and life.' Cybersafety and ethics will be taught as part of the school curriculum.

### Definitions:

**Cybersafety** refers to the ways students keep both themselves and their friends safe on the internet, and with other digital technologies.

**Cyberbullying** is when an individual, or group, use the internet, mobile phones or other technologies to intentionally hurt another person or group of people. Cyberbullying is often covert bullying.

**Digital Footprint:** A digital footprint is a trail left by an entities interactions in a digital environment; including their usage of TV, mobile phone, internet and world wide web, mobile web and other devices and sensors. Digital footprints provide data on what an entity has performed in the digital environment; and are valuable in assisting behavioral targeting,

personalisation, targeted marketing, digital reputation, and other social media or social graphing services

**Digital Literacy:** Digital literacy is the ability to locate, organize, understand, evaluate, and create information using digital technology. It involves a working knowledge of current high-technology, and an understanding of how it can be used. Digitally literate people can communicate and work more efficiently, especially with those who possess the same knowledge and skills.

### **Documentation in place**

Netbook Agreement \_for 5/6 STUDENTS and parents

ICT Behaviour Management Plan –for EVERY STUDENT and parents

Acceptable Use Policy for DEECD ICT Systems – for all STAFF

SGPS Cybersafety Policy –for the whole school community

SGPS Electronic Devices Policy –for the whole school community

SGPS eSmart Guidelines-for the whole school community

### **Actions**

All members of the school community to be aware of, and have knowledge of the relevant documentation listed above.

A copy of the ICT Behaviour Management Plan is to be displayed in all classrooms.

All teachers to go over the ICT Behaviour Management Plan each term, and more often if the need arises.

All students must provide a current signed copy of the ICT Behaviour Management Plan.

All Grade 5-6 students to have a current signed copy of the Netbook Agreement.

Documentation of breaches of the above agreements on proforma attached to student's signed ICT Behaviour Management Plan and/or Netbook Agreement.

Information to be provided to the school community through newsletters, information sessions and the school website.

### **Staff Expectations**

Staff must abide by the Acceptable Use Policy for DEECD ICT Systems.

Staff are to make sure students adhere to the Spring Gully Primary School ICT Behaviour Management Plan and/or Netbook Agreement, document breaches, and follow through with consequences when required.

Staff to follow SGPS Cybersafety Policy ,SGPS Electronic Devices Policy and SGPS eSmart Guidelines.

Staff should always protect their passwords from use by all others.

It is recommended to all staff to guard their own privacy on the Internet and to be aware of their digital footprint.[eg. Make sure all your privacy settings on a site such as Facebook are open to Friends Only/be aware of anything they comment on or share online etc]

Staff are strongly advised not to accept students as friends on Facebook or similar social networking sites. [Staff are strongly advised to delete if you already have students as friends.]

Staff to model and teach eSmart -Cybersafety as part of their classroom curriculum.[see SGPS ICT Scope and Sequence]

Staff are expected to report all cases of Cyberbullying which come to their notice, to school leadership.

Staff to be aware of Privacy Legislation. [www.privacy.gov.au](http://www.privacy.gov.au)

Staff to be aware of Copyright Legislation . [www.smartcopying.edu.au](http://www.smartcopying.edu.au)

## **Student Expectations**

Students to follow the guidelines listed in ICT Behaviour Management Plan

Students to follow the guidelines listed in the Netbook Agreement.

Students to follow SGPS Cybersafety Policy

Students to follow SGPS Electronic Devices Policy.

Students are encouraged to report any incidents of Cyberbullying that they become aware of to parents and/or school staff.

## **Parent Expectations:**

Parents to support students in adhering to the ICT Behaviour Management Plan, Netbook Agreement, SGPS Cybersafety Policy ,SGPS Electronic Devices Policy and SGPS eSmart Guidelines.

Parents are encouraged to report any incidents of Cyberbullying that they become aware of to the school.

## **References /Resources/Agreements and Policies:**

Cybersmart program –Australian Communication and Media Authority [www.acma.gov.au](http://www.acma.gov.au)

Cybersafety Outreach Program - Australian Communication and Media Authority [www.acma.gov.au](http://www.acma.gov.au)

[www.cybersmartkids.com.au](http://www.cybersmartkids.com.au)

[www.commonsense.org](http://www.commonsense.org)

[www.education.vic.gov.au](http://www.education.vic.gov.au) - Learning on Line/ Working on the Web

[www.thinkuknow.org.au](http://www.thinkuknow.org.au)

[www.staysmartonline.gov.au](http://www.staysmartonline.gov.au) -Budd-e program

SGPS ICT Scope and Sequence program chart

eSmart Schools Program

Netbook Agreement / SGPS ICT Behaviour Management Plan /Acceptable Use Policy for DEECD ICT Systems

SGPS Cybersafety Policy / SGPS Electronic Devices Policy/ SGPS eSmart Guidelines

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