



St Joseph's Primary School, Hopetoun

eSmart Policy

Drafted: August 2016
Ratified: August 2016
Date of next review: 2020

Rationale:

St Joseph's Primary School is committed to providing a safe, secure and caring learning environment for all its students. The internet and digital technologies provide many opportunities for student engagement and learning. While the use of digital technology is an exciting learning tool, it is important for students to be responsible and safe when working in the online environment or using technology. Students must be cyber-ready and cyber-safe, to prevent exposure to cyberbullying or unacceptable behaviour that may occur.

Aims:

- For St Joseph's Primary School to develop a whole school approach to ensure its students are protected from bullying and cyberbullying both while at school and when in their home environment.
- The eSmart Policy should be read in conjunction with the following policy documents:
 - ICT Acceptable Use Policy
 - Email and Internet Policy
 - Bullying and Harassment Policy

Implementation:

- All staff members are to be familiar with the above policy documents. Staff are to familiarise themselves at the beginning of each school year with each policy document and carry out the necessary requirements within their classroom and as part of their daily duties while at school.
- At the beginning of each school year, and at any other time as needed, teachers are to familiarise the students with the protocols in place for using digital technologies, including both the safe handling of equipment together with the penalties imposed if incorrect use occurs.
- Throughout each school year, students will receive explicit education of an eSmart curriculum in relation to:
 - Staying safe online.
 - How to deal with conflict, bullying, cyber-bullying and harassment.
 - Building confidence, resilience, persistence, getting along and organisational skills.

- The staff at St Joseph’s Primary School will use the following resources to enhance their teaching of an eSmart curriculum:
 - Bounce Back program
 - Incursions and excursions, including Kids Helpline sessions and Digital Licence for Grade 5/6 students

- St Joseph’s Primary School is committed to educating not only its students but also its wider community. As such, information relating to the eSmart Curriculum will be produced and distributed through school newsletters and the school website. Information sessions, which may include guest speakers, will be made available to the wider school community at times and will be advertised through the normal channels of communications.
- Parents and students must sign an Acceptable Use Agreement annually.
- All teachers must go over the Acceptable Use Agreement each term.
- An enlarged copy of the Acceptable Use Agreement must be displayed where digital technologies are used.
- All staff members are responsible for ensuring that students adhere to the Acceptable Use Agreement. Any breaches of this agreement will be documented, and appropriate consequences as set out in the agreement will be given.
- The use of computers and mobile devices is a part of everyday learning whilst at St Joseph’s Primary School. Students are expected to adhere to the Computers and Mobile Devices Policy document while using these devices at school.
- In line with the Bullying and Harassment Policy, all students and staff are responsible for reporting any form of bullying (including cyber-bullying) or harassment to either a teacher or the Principal, who will follow the procedures as set out in the above mentioned policy document.
- The school community as a whole has a responsibility for the safety of the students at St Joseph’s Primary School, and as such, parents and caregivers and others who witness any form of conflict, bullying (including cyber-bullying) or harassment are expected to report this to the Principal as soon as is practicable.

Evaluation: This policy will be reviewed as part of the school’s four year review cycle.