Newport Lakes Primary School

Policy Name:  eSmart Policy
Date Adopted:  May 2014
Review Date:  May 2016
Referred Documents:  As listed in Policy

Rationale
Newport Lakes Primary School has a duty of care to ensure the safety of all students and staff. This involves the provision of a safe physical and emotional environment for students and staff.

The internet is a world wide phenomenon that provides access to a continuously growing wealth of knowledge and information. This information comes from a vast range of sources including private and public institutions as well as individuals. The educational value of the information available on the Internet is significant. However it also includes information of questionable educational value, not to mention information that is inaccurate, abusive, offensive or illegal.

It is the desire of Newport Lakes Primary School to support students in becoming responsible and discerning users of the Internet. It is the joint responsibility of the school and the parents of each student to educate the student about his or her responsibilities when using the various forms of Information Communication Technology (ICT) now available at our fingertips. Use of ICT resources by students outside of school hours remains the responsibility of students’ parents.

All members of the school community have the right to feel safe at all times and the school is committed to achieving this. Each student and staff member has the responsibility to promote this right to feel safe online. Our eSmart Policy endeavors to make the Newport Lakes Primary School community smart, safe and responsible users of technology.

The students of Newport Lakes are expected to use the school’s ICT resources in a manner consistent with this policy and they will be held accountable and responsible for their use. Newport Lakes Primary School has an ‘ICT Code of Conduct’ and procedural guidelines for accessing and using the Internet at school for all students from Prep to Grade 6. We actively encourage all parents to discuss the contents of the policy with their children prior to signing the agreement to ensure that they and their child are aware of the legal and School implications of any breaches to the policy.

CyberSafety is the ability to use ICT in appropriate ways and understand common practice when it comes to staying safe online. Not giving out personal information online and keeping your passwords protected are two ways of being CyberSafe.
Bullying is when a student or group of students repeatedly and deliberately use negative words and/or actions against another student that cause distress and create a risk to their wellbeing. Cyberbullying originates from the same human behaviours. The mediums used can increase the frequency of bullying – making it 24/7. They can also create a permanent reminder of the messages expressed or implied.

While most interactions are positive, there are increasing reports of these technologies being used to harass and intimidate others. This has become known as CyberBullying.

### Types of Behaviours:
- Defamation
- Repeated insults
- Masquerading – pretending to be someone that you’re not online
- Rumours
- Hate Sites
- Chain Messages
- Mass Blocking
- Pranking

### Platforms:
- Social Networking Sites
- Mobile Technology
- Video Sharing Sites
- Gaming
- Instant Messaging Services
- Chat Rooms
- Forums and Blogs
- Email

### Devices:
- Mobile Phones
- Computers
- iPads
- iPods
- Cameras
- USB and Flash Drives
- Webcams

Young people have fully embraced the use of ICT to maintain contact with friends and make new ones. They can send emails, create their own websites, post personal news in blogs, send text messages and images via mobile phones, contact each other through instant messages and/or chat rooms, take and share photos and videos. Post to discussion boards and seek out new friends in community sites.

The staff at Newport Lakes Primary School has the responsibility to ensure that:
- All forms of CyberBullying are prohibited;
- Staff are aware of CyberBullying and are able to identify and look for signs of its occurrence among students;
- Students are aware of the consequences of CyberBullying;
- A code of conduct is in use for technologies, including computers and mobile devices, whilst on school premises;
- All cases of CyberBullying are reported to the Assistant Principal and/or Principal and responded to promptly; using the NLPS incident report.
- There is supervision of technology that allows monitoring and deterring CyberBullying;
- Teachers are utilising programs and frameworks such as the ‘National Safe School Framework’, ‘The Alannah and Madeline Foundation eSmart Framework’ and ‘Bullying: No Way’ to create and sustain a safe supportive school community.

Students at Newport Lakes Primary School adhere to the Code of Conduct and have the responsibility to ensure that they:
- Do not participate in CyberBullying;
- Do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program;
- Do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming;
- Do not disseminate inappropriate information through digital media or other means;
- Report incidents of CyberBullying to a member of staff;
- Understand the need to talk to an adult, should they believe they have been victimised by CyberBullying. A student may choose to have an adult speak on their behalf.
- Do not engage in the use of social networking sites, apart from Edmodo, a site endorsed by the School.

Parents of students at Newport Lakes Primary School have the responsibility to ensure that they:
- Are aware of what their child is using digital technologies for at home;
- Have an ‘Acceptable Use’ agreement at home;
- Talk to their child about privacy and online security;
- Set safe search and security controls at home;
- Support the school by encouraging responsible communication using devices;
- Ensure that devices are placed in a position within the home where their child’s use can be monitored.

Goals

Newport Lakes Primary School will develop and maintain rigorous and effective eSmart practices. These aim to maximise the benefits of the Internet and ICT devices to student learning and to the effective operation of the school, while minimising and managing any risks. These eSmart practices will aim to not only maintain a CyberSafe school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing ICT.

Key Terms and Phrases
- **CyberBullying** - Is when technology, such as email, mobile phones, chat rooms and social networking sites, are used to verbally or socially bully another person. Bullying is an ongoing abuse of power to threaten or harm another person.
- **CyberSafety** - A broad term referring to appropriate and responsible behaviour online — it covers online privacy and information protection, good manners and behaviour online, and knowing how to get help to deal with online issues.
- **Device** - Includes, but is not limited to, computers and tablets (such as desktops, laptops, iPads), storage devices (such as USB and flash memory devices, CDs, DVDs. Floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other technologies as they come into use.
- **Blog** — A diary or personal journal kept on a website. Blogs (short for weblog) are usually updated frequently and sometimes grouped by specific subjects. Readers often post comments in response to blog entries.
- **Social Network/Social Media Site** – Internet based applications, which are used to facilitate communications between users.

**Student input was integral in the creation of this document. This feedback is referenced in Appendix A.**

**Implementation**
- No individual may use the school ICT facilities and Internet unless the appropriate ICT Code of Conduct has been signed and returned to the school. The ICT Code of Conduct also applies to the use of privately owned devices on the school site, or any school related activity, regardless of its location.
- Newport Lakes Primary School's eSmart Policy will cover all staff, students and any other individuals authorised to make use of the school internet facilities and ICT devices/equipment (such as pre-service teachers, external tutors and providers, contractors and other visitors to the school).
- The Code of Conduct and eSmart Policy are also an educative tool and shall be used as a resource to support the professional development of the school community.
- Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Newport Lakes is to be limited to educational, professional development and personal usage appropriate in the school environment, as defined in the Code of Conduct.
- Newport Lakes Primary School has the right to monitor access and review all uses. This includes personal emails sent and received on the school’s network facilities at all times.
- At Newport Lakes Primary School the safety of students is of paramount concern. Any breach of the eSmart Policy will be taken seriously. All disciplinary responses need to be appropriate to the level of severity of the breaches of the school's Policy.
- Incident reports will be collated and reviewed each semester and information will be used in planning effective classroom and school-wide strategies.
- The response to individual incidents will follow the procedures developed as part of the school’s eSmart practices. In serious incidents, advice will be sought from appropriate sources.
- There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.
- The eSmart Policy will need to be incorporated into the school’s annual review and be included in the school's strategic plan.
- Newport Lakes Primary School will provide ongoing professional training and development regarding the embedding of CyberSafety into the curriculum. The knowledge base of all members of the school community will be maintained with the distribution of up-to-date information.
- All Year levels will be required to complete a unit of work on CyberSafety, specifically designed to cater for the needs of each year level group. This will be reviewed annually to ensure all information is current and relevant.
- All members of the Newport Lakes Primary School community will be educated regarding their role in maintaining a CyberSafe wider school community.
- This policy will be aligned with the school wide Positive Behaviour’s Program.
Further information, including tips and guidelines for safe Internet use in the home environment can be found at the Australian Government website (www.cybersmart.gov.au). Free home filtering software is also available from this site. As part of our ongoing Positive Behaviours Program, Newport Lakes Primary School has taken steps towards ensuring the online safety of our students.

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

Appendix One

Five questions helped guide the students’ thinking when discussing CyberSafety.

1. What technologies do you use, how do they work and what does it allow you to do?

Although students shared the apps listed below, many of these are not endorsed by our school.

- Kik – an instant messaging service that allows people to communicate with each other – much like sending text messages (using a username rather than phone number). A free service that has no age limitations.
- Youtube – a video sharing a viewing website. People can leave comments and ‘like’ or ‘dislike’ videos, as well as subscribing to favourite posters. No age restrictions.
- Twitter - an online social networking and microblogging service that enables users to send and read "tweets", which are text messages limited to 140 characters.
- Instagram - an online photo-sharing, video-sharing and social networking service that enables its users to take pictures and videos, apply digital filters to them, and share them on a variety of other social networking services. 13+ age restriction.
- Snapchat - a photo messaging where users can take photos, record videos, add text and drawings, and send them to a controlled list of recipients.
- Viber/Skype - mobile applications that allows users to make phone calls and send text messages to all other Viber/Skype users for free.
- Tumblr - a microblogging platform and social networking website. The service allows users to post multimedia and other content to a short-form blog. Users can follow other users’ blogs, as well as make their blogs private.
- Online Games – a massive range of online games are available where users can compete against other users. Different age restrictions for different games.

2. Why do people use it and why do you enjoy using it?
Young people enjoy using technology because they feel like they belong to a community. They use it to communicate with friends and share their version of news with each other. Students enjoy playing games and competing against their friends.

3. What do you see as the possible dangers or issues that are within this site?
There are a number of possible dangers that are within different sites, including; being subject to advertising, viruses, scams, spam mail, racist comments, online bullying, offensive posting, sexting. What advice might you give a younger student who is about to use it?
Here are some tips for younger students:

- Be aware of dangers of sites.
- Talk to your parents about what you are doing online.
- Treat others how you’d like to be treated online.
- Only be friends with people you know.
- Block people you don’t know.
- Don’t post personal information.

4. What safety features are on the sites?
Some sites have administrators/moderators that keep an eye on what’s happening online. There are buttons to block unwanted users, as well as to flag or report inappropriate content.

What sorts of smart things are you doing to keep you and your friends safe?
Keep private information private. This includes your phone number, address, full name, school name, information about your family, pictures in front of your school or house. It is also important to respect the privacy of other students, so refrain from posting photos or information about others. Think before you post. Always think, “How would my post look on a billboard?”
Don’t tell anyone your password.
Make accounts private.
Flag or report inappropriate content.
Block unwanted users.

5. Where do you go for help when you need it and why?
Students needs to be aware of who they can go to when they need help, including parents, teachers, friends, moderators and administrators of websites. If possible, always try to use websites in ‘safe mode.’

What do you believe adults should know about these spaces to help their kids?
Parents should know who students are following on different social media sites, as well as to whom students are talking. It is also suggested that students give their parents a tutorial to show their parents how the different sites work.

Appendix Two – eSmart Incident Report

eSmart Incident Report Form
<table>
<thead>
<tr>
<th>Name of student(s):</th>
<th>Name of reporting staff member:</th>
<th>Date of incident(s):</th>
<th>Date that the incident was reported:</th>
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<tr>
<th>Grade:</th>
<th>Was the incident at home or school (please circle)</th>
<th>Device(s) involved in the incident(s):</th>
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**Description of the incident(s):**

**Action taken:**

**Referred to (if necessary):**