Newport Lakes Primary School

<table>
<thead>
<tr>
<th>Policy Name:</th>
<th>eSmart Policy</th>
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<tbody>
<tr>
<td>Date Adopted:</td>
<td>December 2015</td>
</tr>
<tr>
<td>Review Date:</td>
<td>December 2017</td>
</tr>
<tr>
<td>Referred Documents:</td>
<td>As listed in Policy. See also Appendix One.</td>
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**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 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.

The staff at Newport Lakes Primary School has the responsibility to ensure that:
- they discourage any form 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 (see Appendix One)
- there is supervision of technology that allows monitoring and deterring cyberbullying
- they 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 must adhere to the Code of Conduct (see Appendix Two) 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 circulate 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 sites endorsed by the school
- do not claim the work of others to be their own.

Parents of students at Newport Lakes Primary School have the responsibility to ensure that they:
- are aware of what digital technologies their child is using at home, as well as their purpose
- 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, while minimising and managing any risks. These eSmart practices will aim to educate the school community about the safe and responsible use of ICT.

Key Terms and Phrases

- **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 unacceptable behaviours:

Defamation – communicating a false statement that harms the reputation of others
Insults – speaking or treating others with disrespect or scornful abuse
Catfishing – pretending to be someone you’re not in order to form a relationship
Rumours – circulating untruths
Chain messages – attempting to convince the recipient to pass message on to others in bulk
Mass blocking – when numerous people block a person
Pranking – maliciously tricking others
Trolling – deliberately provoking others for an emotional response
Phishing – fraudulently inducing individuals to reveal personal information
Spamming – sending the same message indiscriminately to a large number of people.

- Cyber Safety - 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. Not giving out personal information online and keeping your passwords protected are two ways of being CyberSafe.

- 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, 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.

- Platforms
  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 communication between users. These can also include instant messaging services, video sharing sites and chat rooms.

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, parents 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 educational 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, parents, students and other approved users at Newport Lakes is to be limited to educational, professional 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 usage. This includes personal emails sent and received on the school’s network facilities at all times.

- 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 offered education regarding their role in maintaining a CyberSafe wider school community.

- This policy will be aligned with the school-wide Positive Behaviour Support (PBS) program and the Student Engagement & Wellbeing policy.

**Incident Management**

- 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. In some cases, confiscation of a device for an agreed amount of time may be necessary.

- 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.

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 (PBS) program, Newport Lakes Primary School has included safe online protocols in our PBS matrix.

**Evaluation**

- This policy will be reviewed as part of the school’s three-year review cycle.
Appendix One – 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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- **Grade:**
- **Was the incident at home or school (please circle):**
- **Device(s) involved in the incident(s):**

**Description of the incident(s):**

**Action taken:**

**Referred to (if necessary):**
Examples of potential eSmart incidents

<table>
<thead>
<tr>
<th>Offensive internet searches</th>
<th>The nature of the search may be:</th>
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<tbody>
<tr>
<td></td>
<td>- Violent</td>
</tr>
<tr>
<td></td>
<td>- Sexual</td>
</tr>
<tr>
<td></td>
<td>- Racial</td>
</tr>
<tr>
<td></td>
<td>- Discriminatory</td>
</tr>
<tr>
<td></td>
<td>- Immature</td>
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<tr>
<th>Communication with others</th>
<th>For example:</th>
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<tbody>
<tr>
<td></td>
<td>- Using an emoticon to support a negative comment.</td>
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<tr>
<td></td>
<td>- Targeting individuals in a class blog with hurtful comments.</td>
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<tr>
<td></td>
<td>- Distressing messages being sent to/from an unknown source.</td>
</tr>
<tr>
<td></td>
<td>- Plagiarising the work of other students.</td>
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<tr>
<td></td>
<td>- Posting unwanted photos of other students</td>
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<tr>
<td></td>
<td>- Posting inappropriate photos on social media sites</td>
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<table>
<thead>
<tr>
<th>Irresponsible use of hardware</th>
<th>- Using someone else’s hardware without permission.</th>
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<tr>
<td></td>
<td>- Having food and drink near ICT equipment.</td>
</tr>
<tr>
<td></td>
<td>- Using hardware in an unsafe manner and a way that it was not intended to be used.</td>
</tr>
<tr>
<td></td>
<td>- Intentionally damaging hardware (pulling on cables, etc.)</td>
</tr>
<tr>
<td></td>
<td>- Adding software or apps without permission.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Cyberbullying</th>
<th>- Online teasing or name-calling</th>
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<tbody>
<tr>
<td></td>
<td>- Threatening other students through the use of technology</td>
</tr>
<tr>
<td></td>
<td>- Spreading rumours</td>
</tr>
<tr>
<td></td>
<td>- Creating fake social media profiles</td>
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If you believe that the incident falls under mandatory reporting, refer immediately to David or Janet.