



Broadford Primary School

eSmart Policy

Rationale

- Broadford Primary School is committed to providing a safe, secure and caring learning environment for all students.
- The internet and digital technologies provide many learning opportunities and are part of everyday life. While the use of digital technology is an exciting learning tool it is important for all students to be smart, responsible and safe when working in an online environment.

Aims

- Broadford Primary School will develop a whole School approach to ensure its students are protected from bullying and cyber bullying while at school, when in their home environments, and in the wider community.
- We will continue to develop better community and stakeholder communications surrounding our eSmart and Technology Usage strategies and structures.

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 duties while at school.
- At the beginning of each year, and as needed, teachers are to familiarise the students with protocols surrounding the use of digital technologies including both safe handling of equipment, together with discussions of consequences imposed if incorrect or inappropriate use occurs.
- Student learning about responsible digital citizenship is ongoing. Particular attention is given during our term one wellbeing focus.
- The staff at Broadford Primary School will use a range of appropriately vetted resources to enhance their teaching of an eSmart curriculum.
- Broadford Primary School is committed to educating both students and the wider community. As such, information relating to the eSmart Curriculum will be produced and distributed through school newsletters and the school website.
- All students and/or parents/carers will annually sign an Acceptable Use Agreement which explicitly discusses school and community expectations of the use of technology.
- 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 staff member. The teacher or staff member will follow procedures as set out in the aforementioned policy document.

- The school community as a whole has a responsibility for the safety of the students at Broadford Primary School. 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 and/or Assistant Principal as soon as is practicable.

This policy document should be read in conjunction with Broadford Primary School's Acceptable Usage Agreement, Student Engagement Policy, Bullying and Harassment Policy, and Child Safe Policy.

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

Date Implemented	November 2016
Author	
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	November 2016
Responsible for Review	Principal
Next Review Date	November 2020

Attachments:

Acceptable Use Agreement Foundation

Acceptable Use Agreement Gr 1 - 2

Acceptable Use Agreement Grade 3 - 6

Broadford Primary School - Foundation

Acceptable Use Agreement

Student Name: _____ **Year** _____

Dear Parents/Guardians,

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as Mathletics or Sunshine Online.

Part A: School Profile Statement

Broadford Primary School recognises the need for students to be smart, safe and responsible users of digital technologies. We believe that explicitly teaching students about smart, safe and responsible online behaviours is essential, and best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Broadford Primary School we;

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that includes eSmart, which clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be smart, safe and responsible users of digital technologies.
- Raise our student's awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement.

On the following pages you will find a list of digital technology related issues that your child has discussed in class. We ask that you read through and discuss these points with your child, ensuring they fully understand the importance of using technology appropriately.

On the final page, please sign and indicate you have discussed these points with your child.

Part B: Smart, Safe and Responsible Behaviour

(Parents/Guardians, after discussions with teachers in class, your child has ticked each box to show their understanding)

When I use digital technologies I will:

- **USE NICE WORDS**

This means:

- Never writing mean messages.
- **KEEP MY NAME AND INFORMATION SECRET** by not telling my full name, photo, birthday, address and phone number to anyone on digital devices unless with a trusted adult.

This means:

- Not telling anyone my personal information.
- Only sharing my passwords with my teacher and parents.
- **LOOK AFTER MYSELF AND OTHERS** by thinking about what I share online.

This means:

- Not taking photos of other people without their permission.
- Telling an adult if someone is unkind to me or if I know someone else is upset or scared.
- Using sites that are right for my age and not searching for something rude or bad.
- Either turn off the screen or use the back button if I see something I don't like and tell a trusted adult.

When I use school digital technologies, including iPads and laptops I will:

- Shutdown or restart that device properly.
- Close apps / programs when I have finished.
- Only go on apps / programs that I've been told to.
- Not move any apps.
- Not change the background or change any settings without permission.
- Delete any photos I take from the iPad without permission.
- Not go into others people's folders or files.

- Not delete anyone else's work.

Part C: Consequences

If I fail to follow the above guidelines, the teacher will follow the following procedure:

- Complete the incident report on the **Compass Portal**.

The teacher in consultation with the **School Wide Positive Behaviours Guidelines** will determine the appropriate consequences for any breach of this Acceptable Use Agreement.

Consequences may include one or more of the following:

- Student and teacher discuss the inappropriate behaviour.
- Removal of iPad or loss of privileges for a discussed period of time.
- Time in or Serious Breach as outlined on our Technology Behaviour Chart.
- Police and Education Department notified.

Part D: Student Declaration

My parent and I have read and fully understand all parts of this 'Acceptable Use Agreement'.

Signed _____ Date _____

Part E: Parent Reflection:

After discussing these points with your child, please write a short reflection:

Part F: Parent Declaration

I/We have read through this document with our child and will continue to support the correct use of digital technologies at school and at home.

Signed _____ Date _____

Broadford Primary School – Year 1 and 2

Acceptable Use Agreement

Student Name: _____ **Year** _____

Dear Parents/Guardians,

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as Mathletics or Sunshine Online.

Part A: School Profile Statement

Broadford Primary School recognises the need for students to be smart, safe and responsible users of digital technologies. We believe that explicitly teaching students about smart, safe and responsible online behaviours is essential, and best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Broadford Primary School we;

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that includes eSmart, which clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be smart, safe and responsible users of digital technologies.
- Raise our student's awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement.

On the following pages you will find a list of digital technology related issues that your child has discussed in class. We ask that you read through and discuss these points with your child, ensuring they fully understand the importance of using digital technology appropriately.

On the final page, please sign and indicate you have discussed these points with your child.

Part B: Smart, Safe and Responsible Behaviour

(Parents/Guardians, after discussions with teachers in class, your child has ticked each box to show their understanding)

When I use digital technologies I will:

- **BE RESPECTFUL AND USE NICE WORDS**

This means:

- Never writing mean messages.
- Not being mean to others (This can include leaving someone out to make them feel bad).
- Not copying someone else's work
- **KEEP MY NAME AND INFORMATION SECRET** by not telling my full name, photo, birthday, address and phone number to anyone on digital devices.

This means:

- Not telling anyone my personal information.
- Only sharing my passwords with my teacher and parents.
- Always logging out of online accounts correctly.
- **LOOK AFTER MYSELF AND OTHERS** by thinking about what I share online.

This means:

- Never sharing my friends' full name, birthdays, school names, addresses and phone numbers because this is personal information
- Not putting photos or videos of other people online without their permission.
- Telling a trusted adult if someone is unkind to me, or if I know someone else is upset or scared.
- Stopping to think about what I post or share online, as once it's posted it cannot be taken back.
- Using websites that are right for my age and not deliberately searching for something rude or bad.

- Either turn off the screen or use the back button if I see something I don't like and telling a trusted adult.

When I use school digital technologies, including iPads and laptops I will:

- Shutdown or restart that device properly.
- Close apps / programs when I have finished.
- Only go on apps / programs that I've been instructed to.
- Not move any apps.
- Not change the background or change any settings without permission.
- Delete any photos I take from the iPad without permission.
- Not go into others people's folders or files.
- Not delete anyone else's work.
- Report anything I see that is inappropriate straight away.
- Not look up anything inappropriate on the internet.

Part C: Student Reflection

After discussing these points with your teacher, write a short sentence about why you think it is important to be smart, safe and responsible while using digital technology.

Part D: Parent Reflection:

After discussing these points with your child, please write a short reflection:

Part E: Consequences

If I fail to follow the above guidelines, the teacher will follow the following procedure:

- Complete the incident report on the **Compass Portal**.

The teacher in consultation with the **School Wide Positive Behaviours Guidelines** will determine the appropriate consequences for any breach of this Acceptable Use Agreement.

Consequences may include one or more of the following:

- Student and teacher discuss the inappropriate behaviour.
- Removal of iPad or loss of privileges for a discussed period of time.
- Time in or Serious Breach as outlined on our Technology Behaviour Chart.
- Police and Education Department notified.

Part F: Student Declaration

I have read and fully understand all parts of this 'Acceptable Use Agreement'.

Signed _____ Date _____

Part G: Parent Declaration

I/We have read through this document with our child and will continue to support the correct use of digital technologies at school and at home.

Signed _____ Date _____

Broadford Primary School – Year 3 to 6

Acceptable Use Agreement

Student Name: _____ **Year** _____

Dear Parents/Guardians,

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as Mathletics or Sunshine Online.

Part A: School Profile Statement

Broadford Primary School recognises the need for students to be smart, safe and responsible users of digital technologies. We believe that explicitly teaching students about smart, safe and responsible online behaviours is essential, and best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

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- Educate our students to be smart, safe and responsible users of digital technologies.
- Raise our student's awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement.

On the following pages you will find a list of technology related issues that your child has discussed in class. We ask that you read through and discuss these points with your child, ensuring they fully understand the importance of using technology appropriately.

On the final page, please sign and indicate you have discussed these points with your child.

Part B: Smart, Safe and Responsible Behaviour

(Parents/Guardians, after discussions with teachers in class, your child has ticked each box to show their understanding)

When I use digital technologies I will:

- **COMMUNICATE RESPECTFULLY** by thinking and checking that what I write or post is polite and respectful.

This means:

- Never sending mean or bullying messages or passing them on, as this makes me part of the bully.
- Not using actions online to be mean to others. (This can include leaving someone out to make them feel bad).
- Not copying someone else's work or ideas from the internet and presenting them as my own.
- **PROTECT PERSONAL INFORMATION** by being aware that my full name, photo, birthday, address and phone number is personal and not to be shared online.

This means:

- Protecting my friends' information in the same way.
 - Protecting my password and not sharing it with others, as well as logging out of websites.
 - Only joining a space online with my parent or teacher's guidance and permission, having read the terms and conditions.
 - Never answering questions online that ask for my personal information.
-
- **LOOK AFTER MYSELF AND OTHERS** by thinking about what I share online.

This means:

- Never sharing my friends' full name, birthdays, school names, addresses and phone numbers because this is personal information.
- Speaking to a trusted adult if I see something that makes me feel upset or if I need help.
- Speaking to a trusted adult if someone is unkind to me.
- Speaking to a trusted adult if I know someone else is upset or scared.
- Stopping to think about what I post or share online, as once it's posted it cannot be taken back.
- Using spaces or sites that are appropriate for my age.
- Not deliberately searching for something that is rude or violent.
- Either turn off the screen or use the back button if I see something I don't like and telling a trusted adult.
- Being careful with the equipment I use.

- Not putting photos or videos of other people online without their permission.

When I use school digital technologies, including iPads and laptops I will:

- Shutdown or restart that device properly.
- Close apps / programs when I have finished.
- Only go on apps / programs that I've been instructed to.
- Not move any apps.
- Not change the background or change any settings without permission.
- Delete any photos I take from the iPad without permission.
- Not go into others people's folders or files.
- Not delete anyone else's work.
- Report anything I see that is inappropriate straight away.
- Not look up anything inappropriate on the internet.

Part C: Student Reflection

After discussing these points with your teacher, write a short reflection about why you think it is important to be smart, safe and responsible while using technology.

Part D: Parent Reflection:

After discussing these points with your child, please write a short reflection:

Part E: Consequences

If I fail to follow the above guidelines, the teacher will follow the following procedure:

- Complete the incident report on the **Compass Portal**.

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Part F: Student Declaration

I have read and fully understand all parts of this 'Acceptable Use Agreement'.

Signed _____ Date _____

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Signed _____ Date _____