



*Dunkeld Consolidated School No. 6215*

## **eSmart Policy and Code of Conduct User Agreement**

**PROGRAM LEADER: Principal**

**COUNCIL RATIFICATION: 22 November 2016**

### **Rationale**

Dunkeld Consolidated School (DCS) 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 Dunkeld Consolidated School to support students in becoming responsible and discerning users of the internet. It is the joint responsibility of the school and the parents/guardians of each student to educate the student about his or her responsibilities when using the various forms of Information Communication and 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 endeavours to make the Dunkeld Consolidated School community smart, safe and responsible users of technology.

The students of Dunkeld Consolidated School are expected to use the school's and Bring Your Own Device (BYOD) ICT resources in a manner consistent with this policy and they will be held accountable and responsible for their use. Dunkeld Consolidated School has an ICT Code of Conduct and User Agreement 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/ren are aware of the legal and school implications of any breaches to the policy.

The staff at Dunkeld Consolidated School has the responsibility to ensure that:

- They discourage any form of cyberbullying and are able to identify and look for the signs of its occurrence among students
- Students are aware of the consequences of cyberbullying
- ICT Code of Conduct and User Agreement is in use for technologies, including computers and mobile devices, whilst on school premises or using the school network
- All cases of cyberbullying are reported to the relevant classroom teacher and/or Principal and are responded to promptly using the DCS incident report (see Appendix One)
- There is supervision of technology that allows monitoring and deterrence of cyberbullying
- They are utilizing programs and frameworks such as the 'Child Safe Standards' 'The Alannah and Madeline Foundation eSmart Framework' and 'Play is the Way' to create and sustain a safe supportive school community

Students at Dunkeld Consolidated School must adhere to the ICT Code of Conduct and User Agreement (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 any other means e.g. social media platforms.

*We are a Child Safe School and we will protect all children at all times.*

- Report incidents of cyberbullying to a member of staff.
- Understand the need to talk to an adult, should they believe they have been victimized 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 Dunkeld Consolidated 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 the devices are placed in a position within the home where their child's use can be monitored
- Actively use the eSafety iParent website to be up to date with trending applications and internet games and understand how to protect their child whilst using them.

### Goals

Dunkeld Consolidated School will develop and maintain rigorous and effective eSmart practices. These aim to maximise the benefits of the internet and ICT devices to students 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 messages 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** is 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 examples 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 i.e. SeeSaw. **Social Network/Social Media Site** – Internet based applications, which are used to facilitate communication between users. These can also include instant messaging services, photo and video sharing and chat rooms.

## Implementation

- No individual may use the school ICT facilities and internet unless the appropriate ICT Code of Conduct and User Agreement has been signed and returned to the school. The ICT Code of Conduct and User Agreement also applies to the use of privately owned devices on the school site, or any school related activity, regardless of its location. The ICT Code of Conduct and User Agreement must be reviewed and resigned annually.
- Dunkeld Consolidated 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 ICT Code of Conduct and User Agreement 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 ICT devices/equipment by staff, parents, students and other approved users of Dunkeld Consolidated School is to be limited to educational, professional and personal usage appropriate in the school environment, as defined in the ICT Code of Conduct and User Agreement
- Dunkeld Consolidated 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.
- Dunkeld Consolidated 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 Dunkeld Consolidated School community will be offered education regarding their role in maintaining a CyberSafe wider school community.
- The policy will be aligned with the school-wide Behaviour Management Policy, 'Play is the Way' social and emotional values program and the Student Engagement and Wellbeing Policy.

## Incident Management

- At Dunkeld Consolidated School the safety of the 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 the severity of the breaches of the school's policy.
- Incident reports will be collated and reviewed each semester and information will be used in the 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 i.e. the eSafety commissioner. 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 the threat of the wellbeing of the student is considered severe, a process of reporting will be implemented to the eSafety Commissioner. The child may report the incident themselves or if the child gives consent, a teacher may begin the process of reporting. A parent may fill in a report if they see the case appropriate. If illegal material or activities are suspected, the matter may be also reported to the relevant law enforcement agency.

Further information, including tips and guidelines for safe internet use in the home environment, and reporting of cyberbullying can be found at the Australian Government website: <https://esafety.gov.au/>

Free home filtering software is also available from this website.

## Evaluation

- This policy will be reviewed annually or in response to digital technology advancement.

Appendix One – eSmart Incident Report

**eSmart Incident Report Form**

Name of student(s):	Name of reporting staff member:	Date of Incident:	Date that the incident was reported:
Grade(s):	Was the incident at <u>home</u> or <u>school</u> (Please circle)	Devices(s) involved in the incident(s):	eSafety Commissioner report process required? <u>Yes</u> or <u>No</u> (Please Circle)
Description of the Incident:			
Action Taken:			
Referred to (if necessary):			

## Appendix One – eSmart Incident Report

### **Examples of Potential eSmart Incidents**

Offensive internet searches	The nature of the search may be: <ul style="list-style-type: none"><li>- Violent</li><li>- Sexual</li><li>- Racial</li><li>- Discriminatory</li><li>- Immature</li></ul>
Communication with others	For example: <ul style="list-style-type: none"><li>- Using an emoticon to support a negative comment.</li><li>- Targeting individuals in a class blog with hurtful comments.</li><li>- Distressing messages sent to/from an unknown source.</li><li>- Plagiarising the work of other students.</li><li>- Posting unwanted photos of others students.</li><li>- Posting inappropriate photos on social media sites.</li></ul>
Irresponsible use of hardware	<ul style="list-style-type: none"><li>- Using someone else's hardware without permission.</li><li>- Having food or drink near ICT equipment</li><li>- Using hardware in an unsafe manner and a way that it was not intended to be used.</li><li>- Intentionally damaging hardware (pulling cables, etc.)</li><li>- Adding software or application without permission.</li></ul>
Cyberbullying	<ul style="list-style-type: none"><li>- Online teasing or name-calling</li><li>- Threatening other students through the use of technology</li><li>- Spreading rumours</li><li>- Creating fake social media profiles</li></ul>

Some incidents may fall under the umbrella of mandatory reporting, if this is the case, follow the procedure and policy that is required as well as filling in an incident report form.

## ICT Code of Conduct and User Agreement

At Dunkeld Consolidated School we use Information and Communications Technology (ICT) for:

- Research: We learn new things.
- Communication: We send and receive things.
- Creativity: We create and modify work.
- Critical Thinking: We ask questions.
- Visual Thinking: We explore our thinking and ideas.
- Collaboration: We share ideas and present work.

In order to ensure safe, purposeful teaching and learning with technology we require all students and parents to agree and sign the following.

### Care and Use of Equipment:

- I will care for and look after all ICT equipment.
- I will always keep food and drink away from ICT equipment.
- I will not add any software or applications without permission to school software.
- I will not use or download (if I own a Bring Your Own Device or other personal device) personal applications or software at my school.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not damage or interfere with another person's ICT device.

### Work Habits:

- I will follow all teachers' instructions when using ICT equipment and when accessing the Internet.
- I will make sure that every email or social interaction I send is appropriately respectful.
- I will only submit my own work.
- I will not change or open other people's work or use their passwords.
- I will not use the school's network to download applications, images, videos, sound files or any other files other than those used for my school work.
- I will not use social media platforms that are not endorsed by my school.

### Personal Safety:

I will tell my teacher immediately, if:

- I find or see anything that makes me feel bad or uncomfortable.
- I receive an email or interaction that has inappropriate language or items.
- I receive inappropriate messages from peers.
- I will keep my personal information secret and will therefore not give out my own or anyone else's name, date of birth, address, phone number, passwords or contact details.
- I will report any issues or instances of cyber bullying.



**Please sign and return this page as soon as possible**

**Student Agreement:**

I have read and discussed the "ICT Code of Conduct and User Agreement" with my parents and teachers and agree to follow all of the rules and guidelines in the agreement. I realise that if I do not follow these rules I will lose the privilege of using ICT equipment at Dunkeld Consolidated School.

Student's Name:

Date:

Student's Signature:

**Parent Permission:**

I agree to allow my child to use Information Communication Technology (including the use of the internet) at school and I have discussed what it means to be smart, safe and responsible with the use of technology with him/her.

I acknowledge the above agreements and will have a known agreement in place in regards to technology use at home. I will contact the school if there is a situation that concerns me.

Parent/Guardian Name:

Date:

Parent/Guardian Signature:

For more information about allowing your child to safely use the internet, visit the Australian Government website: <https://www.esafety.gov.au/iparent>

This site is specifically made for parents of primary or secondary students. Get tips on how to monitor your child's use and how to minimise risk when using the internet.