



## OAKLEIGH PRIMARY SCHOOL and KINDERGARTEN

### 4.14 eSmart (Acceptable Use) Policy

#### Rationale

Oakleigh Primary School (OPS) uses the Internet as a learning tool to improve student learning outcomes by increasing access to worldwide information. The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks (such as cyberbullying, online sexual predation, sexting, identity theft and fraud) when using the internet, mobile phones and other electronic personal devices. This policy should be read in conjunction with the OPS eSmart (Acceptable Use) Agreements (P-2 and 3-6), the OPS Anti-Cyberbullying Policy and the OPS Engagement Policy.

#### 1. Aims

The aim of the policy is to:

- 1.1 establish an eSmart culture which is in keeping with the values of the school and the expectations outlined in the OPS eSmart (Acceptable Use) Agreements (P-2 and 3-6) and the OPS Student Engagement Policy which includes actions and consequences for inappropriate behaviour.
- 1.2 educate OPS students to be smart, safe, responsible and ethical users of digital technologies.
- 1.3 recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.
- 1.4 retain accreditation as an eSmart school by continuing to meet all criteria as outlined in the eSmart System Tools.

#### 2. Implementation

- 2.1 OPS staff are trained in the philosophies of the eSmart program and are provided with the information necessary for cybersafety education.
- 2.2 All OPS students will undertake a cybersafe program and will be required with their parents to sign an eSmart (Acceptable Use) Agreement before they will be permitted to use any information and communications technology (ICT) at school
- 2.3 The school community will be provided with cybersafety information on a regular basis.

- 2.4 Safe and responsible online behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.
- 2.5 OPS staff will raise student awareness of issues such as online privacy and intellectual property including copyright, and that some online activities are illegal and will be reported to police.
- 2.6 OPS will supervise students when using digital technologies for educational purposes and provide a filtered internet service whilst acknowledging that full protection from inappropriate content can never be guaranteed.
- 2.7 In the event that students bring mobile devices to school they must comply with the conditions outlined in Part B of the OPS eSmart (Acceptable Use) Agreement.
- 2.8 OPS will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- 2.9 All incidents of cyberbullying must be referred to the Principal, Assistant Principal and the ICT coordinator for investigation and any action taken will be in line with the Student Engagement Policy.
- 2.11 Students are advised to report an incident to their teacher immediately if:
  - They have experienced an incident of cyberbullying.
  - They feel the welfare of other students at the school is being threatened.
  - They come across sites which are not suitable for our school.
  - Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information.
  - They accidentally do something which is against the rules and responsibilities to which they have agreed.
- 2.12 Any student who breaches the rules of the OPS eSmart (Acceptable Use) Agreement, whilst using school related applications either at Oakleigh Primary School or at any off site location will be subject to Actions and Consequences as listed in the OPS Engagement Policy.

<b>Approved By</b>	School Council
<b>Date Ratified</b>	December 2014 Reviewed April 2017
<b>Responsible for Review</b>	eSMART Committee / Assistant Principal