Merino Consolidated School
SCHOOL ESmart POLICY

Definition:

eSmart refers to the safe and appropriate use of all Digital Technologies through the development of programs, policies and protocols by all users throughout a school.

The term 'Digital Technologies' is used to describe the use of digital resources to effectively find, analyse, create, communicate, and use information in a digital context. This encompasses the use of web tools, digital media tools, programming tools and software applications.

Rationale:

Merino Consolidated School has an obligation to maintain a safe physical and emotional environment for all members of the school community. This responsibility is increasingly connected to Digital Technologies. As students, teachers and parents embrace Digital Technologies and all of the benefits it offers, our school must ensure all members of the community are behaving in a safe and appropriate manner and are aware of the dangers associated with using Digital Technologies.

Aims:

The school aims to have rigorous and effective Cyber Safety Practices which are guided and directed by this eSmart Policy.

Dangers to be aware of when using Digital Technologies include:

- Cyberbullying

- Accessing inappropriate content

- Contact with strangers

- Posting private information and images

- Using (or stealing) content owned by others e.g. images, music and videos

- Plagiarising; taking of ideas or information owned or created by others without referencing their origins or gaining permission

- Not using critical thinking skills when researching information from the internet – using misinformation.

- Not seeking support offline when there is an issue

- Risks associated with online games and social networking.

This policy should be read in conjunction with the following school documents:

- Acceptable Use Agreement

- Secure Password Document

- Acceptable Use Policy for DET Digital Technologies systems

- Merino CS Student Engagement Policy

- Merino CS ICT Policy

- Extraordinary Kids Scope and Sequence

Implementation:

- All students along with parents/carers, will sign an 'Acceptable Use Agreement' at the beginning of each new school year. New students will complete the agreement on enrolment.

- All staff members need to model appropriate behaviour when using Digital Technologies in their day to day practice at school and outside school.

- All users of Digital Technologies need to guard their privacy on the internet and to be aware of their digital footprint.

- Staff members are not to accept students, past students of primary school age or current school parents as friends on Facebook and other similar social networking sites.

- Use of all Digital Technologies devices/equipment by staff, students is to be limited to educational, professional development and personal usage appropriate in the school environment, as defined by the Acceptable Use Agreement.

- Cyberbullying – refer to ICT Policy.

- Teachers need to have read the Department's Policy and understand the requirements when using Digital Technologies both at school and away from the school.

- Information about cyber safety will be provided regularly to the school community through newsletters, information sessions and the school website.

- Parents are expected to support the school in ensuring that their children fully understand the Acceptable Use Agreement and follow its guidelines.

- Parents are expected to report any cyberbullying incidents to the school.

- The Merino Consolidated School 'Extraordinary Kids' Program, will be delivered to all students each year and, where appropriate, cybersafety will be integrated into other curriculum areas.

- Permission must be sought before images of any school community members are used and posted on the Internet.

- Staff must respect the copyright and licensing laws with respect to software, information and other materials sourced from the Internet.

Evaluation:

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

Policy last reviewed	**05/01/22**
Approved by	**Principal** **School Council**
Next scheduled review date	**05/01/24**

MERINO CONSOLIDATED SCHOOL

Parent Information Letter

Parents, please read the following Acceptable Use Agreement (AUA), with your child. In accepting an account, your child accepts the responsibility of using the Merino Consolidated School Information Technology Learning Network and the Internet in an appropriate manner.
A licence will be issued when an account is opened.
Passwords are to be kept confidential.
A central list of passwords will be kept in the school office, accessible to only the Principal and ICT Coordinator.
It is important that you understand your child's responsibilities as well. Your signature indicating that you have read, and agreed to, Merino Consolidated School's ICT Acceptable Use Agreement (either F-2 'I Promise' or Yr 3-6) is necessary before access will be permitted.
The ICT Acceptable Use Agreement will be explained in detail to each child before licences are issued.

The Network
The computer network at the Merino Consolidated School has been provided for us to use as a tool in the classroom program. We are able to use the computers to gather information from all around the world.

The computers will be used in the following ways:
- Research – to find information
- Collaboration – to share ideas and present work
- Learning – to access specific educational programs and skills

In order to achieve this in a manner that is appropriate for a primary school, the students and parents are asked to sign a Student Code of Conduct.

Work Habits
- I agree to follow all teacher instructions when using the computers and electronic devices or using the internet
- I will not open or alter, in any way, work that is not my own
- I will only create folders, files or file names that contain language or images that are relevant to the class curriculum
- I will only submit my own work

Internet/email Code of Practice
Merino Consolidated School is aware of its responsibility and duty of care to its students. Whilst all care is taken to ensure proper guidance for students using the Internet, it is still possible, while searching, students may accidentally access inappropriate material. Merino CS, through its internet service provider, will try to make sure that this does not happen by teaching the students effective use of this

resource and by caching the popular sites. Students will also be supervised during this process and complete a search in advance.

Student Agreement – see ICT Policy

Breach of Agreement

At the start of each year, students will receive a licence. The licence will allow students to have access to the technology within the school. The licence is similar to that of a car driver's licence. Students will start off with a number of demerit points and will be deducted of points due to misuse of the equipment. If students have depleted their points, they will lose their licence and not be permitted to use the technology for the remainder of the year.

There are many offences that incur demerit points.
These include:
- Changing settings *(1 demerit point)*
- Changing passcodes and passwords *(1 demerit point)*
- Not shutting down equipment properly *(1 demerit point)*
- Not charging equipment after use *(1 demerit point)*
- Not carrying equipment properly *(1 demerit point)*
- Being on different websites or apps to teacher instructions *(1 demerit point)*
- Using equipment without permission *(1 demerit point)*
- Being on inappropriate websites or apps *(2 demerit points)*
- Accessing and editing other students work *(2 demerit points)*
- Taking photos of others without permission *(2 demerit points)*
- Mistreating the equipment in any way *(2 demerit points)*
- Cyberbullying *(3 demerit points)*

Merino Consolidated School
Student Technology Licence
2022

Name:
Grade:

PHOTO

DEMERIT POINTS

Merino Consolidated School
Student Technology Licence
2022

Name:
Grade:

PHOTO

DEMERIT POINTS

Student eSmart Agreement

Teachers should use this document to discuss and teach the safe and responsible online behaviours that the school expects of its students.
This should be sent home for parents to further discuss with their children and to promote and reinforce safe and responsible online behaviour at home.

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:
- being thoughtful, helpful, inspiring, necessary and kind (T.H.I.N.K) in all my online interactions
- include others and ensure no one is left out
- reporting inappropriate content to the website or an adult

Protect private information by being aware that my full name, photo, birthday, address and phone number is private information and not to be shared online.
This means:
- protecting my friends' information in the same way
- protecting my passwords and not sharing it with others
- only joining a space online with my parent or teacher's guidance and permission
- ask an adult if I am unsure if the information I want to share is private
- only interact with people online I know and trust in person
- be careful who I trust online as not everyone is who they say they are

Respect others work online and be critical of the information I access.
This means:
- only accessing information from credible website and checking a number of credible websites to ensure information is accurate
- only take credit for my own work and not other people's
- be careful of scams including prizes and offers that are too good to be true

Look after myself and others by thinking about what I share online.
This means:
- 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 T.H.I.N.K about what I post or share online
- using spaces or sites that are right for my age
- using proper search terms and telling an adult if I come across an inappropriate website
- 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

STUDENT INTERNET USE 2022

PARENT/GUARDIAN AGREEMENT

The school reserves the right to view any material on user accounts or fileserver space in order to determine the appropriateness of specific uses of the network.
System files, system configurations, folders, desktops and other technical data <u>must not be altered.</u>

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I have discussed the Student Agreement with my child and we are both clear on the code of conduct outlined in the Student Agreement above.

I agree that I will meet any repair costs incurred by the school, due to any inappropriate use by my child.

Please tick the following boxes indicating your consent.

☐ I do consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

☐ I do consent to my child having their picture published on the school's website.

I have discussed the above agreement with my parent/guardian and agree to follow the rules outlined in the Student Agreement above. I realise that any breaches of these rules will result in the loss of the privilege of using computers or any technical equipment at Merino Consolidated School.
I acknowledge that Merino Consolidated School staff will endeavour to supervise all users of Learning Technologies, but they cannot be held responsible for use/access which contravenes the Acceptable Use Policy.

Student Name _____ *(Please print)*

Student Signature _____

Date _____

Parent/Guardian Name _____ *(Please print)*

Parent/Guardian Signature _____

Date _____

INCIDENT REPORT

Date _____ Student: _____ Yr: _____

What type of incident?
- o Cyberbullying
- o Inappropriate use of technology
- o Damage to ICT equipment
- o Bullying out in the yard
- o Something inappropriate online
- o Other

Description of incident:

Evidence:
- o A screenshot OR phot taken at time of incidence (ICT only), see attached copy.

Teacher signature _____ **Principal** signature _____

PARENT/S signature _____ Date: _____

*Parent to sign above and return this whole form to the OFFICE asap.

If you have any concerns, please contact the Principal

Policy last reviewed	05/01/22
Approved by	Principal School Council
Next scheduled review date	05/01/24