



ALBANY RISE PRIMARY SCHOOL

Cyber Safety and eSmart POLICY

RATIFIED BY SCHOOL COUNCIL: 21st November 2018

REVIEW DATE: 2019

eSmart RATIONALE:

Albany Rise Primary School recognises the importance of using Information and Communication Technologies (ICT) to prepare students for effectively engaging with the twenty first century. It is essential that we provide students with the necessary skills to act safely, responsibly and respectfully when using digital technologies. We encourage students to develop their critical and creative thinking skills in regards to how we use ICT.

PURPOSE:

- 1.1 Albany Rise Primary School believes the teaching of cyber safe and responsible online behaviour is essential in the lives of students and is best taught in an effective partnership between home and school.
- 1.2 Albany Rise Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used safely and responsibly.
- 1.3 Digital technologies are used to improve student learning outcomes by increasing access to worldwide information.

GUIDELINES:

This policy reflects the protocols and practise outlined in our whole school child safe standards policy.

- 2.1 Signed parent and student consent is required in order to gain access to the digital technologies at school. For students in Foundation-2, the Albany Rise Standard Permission Form is required. Students in Years 3-6 are also required to sign and return the Acceptable Use Agreement.
- 2.2 Students at our school will have filtered internet and email access.
- 2.3 Our school actively supports access by students to appropriate information resources available, accompanied by the development of the critical thinking skills necessary to filter, analyse, interpret and evaluate information encountered.
- 2.4 The provision of programs that promote inclusiveness, resilience, life and social skills, assertiveness, cyber safety awareness (including cyber safety and cyber bullying), conflict resolution and problem solving will form an integral part of our curriculum.
- 2.5 It is expected all members of the school community will access and use the school's ICT resources in a safe and responsible manner.



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- 2.6 Use of communications technologies and curriculum relating to safe use of devices is clearly outlined in the 2 year scope and sequence and inquiry planner for all year levels.
 - 2.7 Students and staff will have their own password protected computer account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
 - 2.8 The school undertakes steps to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards expected within the community in relation to copyright, safety and decency. Online communication should reflect the school Code of Conduct and values (Respect, Responsibility, Resilience)
 - 2.9 Professional Development for staff relating to all forms of bullying including cyber bullying, harassment and proven counter measures will be undertaken.
 - 2.10 The school community will be provided with information about cyber safety through newsletter items, handouts, website links and via the Acceptable Use Agreement.
 - 2.11 Students who access or fail to report any cyber safety breaches, or who fail to comply with whole school expectations in relation to safe and responsible use of ICT, will face consequences that are immediately implemented as stated in the Student Engagement and Wellbeing Policy and the school Anti-Bullying Policy, which shall include the removal of internet access rights.
 - 2.12 A chain of responsibility for reporting cyber safety breaches has been established. Reporting will be as follows: student, teacher, ICT coordinator, principal, and parent/guardian.
 - 2.13 Only school provided USBs can be used for information transfer to computers/devices at school. All content must be school related and overseen and approved by the teachers.
 - 2.14 A copy of the Acceptable Use Agreement will be available in all classes and displayed in year 3-6 classes and in the HUB.
 - 2.15 School Wide Positive Behaviour expectations will incorporate the ICT safe use expectations and will be presented to children in the first weeks of school each year, or when enrolling during the year.
 - 2.16 All new families will receive a copy of this policy.



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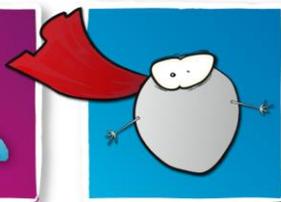
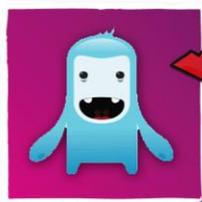
REVIEW DATE: 2019

Related Documentation:

- Acceptable Use Agreement.
- Albany Rise Primary School Student Engagement and Wellbeing Policy
- Cyber Bullying Reporting Procedure
- Bullying Prevention Policy
- Anti-Harassment Policy
- A Step-by-Step Guide for Responding to Online Incidents of Inappropriate Behaviour Affecting Students
<http://www.education.vic.gov.au/Documents/school/principals/management/incidents.pdf>

Principal: _____
School Council President: _____
Date ratified by School Council: ___21st November 2018___
To be reviewed: _____2019_____

ARPS POLICY



Acceptable Use of Technology Agreement

Dear Year 3-6 Parents,

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

At Albany Rise 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 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 safe and responsible users of digital technologies
- raise our students' 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.

We have students in all 3-6 grades who regularly use laptops or desktops in class. The following page is the agreement students and parents must understand and sign before they will be allowed to use technology within the school.

For further information about school policies please refer to our school website:

www.albanyrise-ps.vic.edu.au

Technology and Cybersafe Behaviour –Year 3-6

When I use digital technologies and the internet I **need to show**:

Respect

- always thinking and checking that what I write, post or share is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

Responsibility

- protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.
- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent or teacher
- only ever join online spaces with my parents or teacher's guidance and permission
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- don't deliberately search for something rude or violent
- being careful with the equipment I use (desktops, laptops, printers, iPads, iPods, etc.)
- tell my teacher if there is something broken or damaged
- not change computer settings set up by Tech Support (defaults, preferences, backgrounds etc.)
- I will not bring games or programs from home on a USB stick and use them on school computers without permission from a teacher
- I will not download music, movies, games that breach copyright laws

Resilience

- speak to a trusted adult if I see something that makes me feel upset, uncomfortable, unhappy or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- turn off or close the screen if I see something I don't like and tell a trusted adult

Parents

- I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.
- I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately.

Parent Name: _____ Signature: _____ Date: _____

Students

- I understand that I need to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.
- I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student Name: _____ Signature: _____ Date: _____