

eSmart Policy

Melton Primary School will:

- establish clear expectations for the Melton Primary School community with regards to cyber (online) safety

Rationale:

Students have embraced the use of information and communication technologies to maintain contact with friends and make new ones. They send emails, create their own websites, post intimate personal news in blogs (online interactive diaries), send text messages and images via mobile phones, inbox each other, post to discussion boards, and seek out new friends in community sites. Whilst most interactions are positive, there are increasing reports of these technologies being used to harass and intimidate others. This has become known as cyber bullying.

Terms used in this document:

- **Cyber bullying** is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, or teen using the Internet, mobile devices such as phones, e-mail, sexting, social media or social networking sites such as Facebook and Twitter, or any other type of digital technology.
- **Bullying** is when a person is bullied when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons. People who use the Internet, email, intranets, phones, social networks or similar technologies to bully others are cyber bullies.
- **ICT Equipment/devices** in this document includes, but is not limited to, computers, laptops, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking or social media sites and any other technologies as they come into use.
- **Cyber-safety** refers to the safe and responsible use of the Internet and ICT equipment / devices including mobile phones.
- **Digital Literacy** is the ability to locate, organise, understand, evaluate, and create information using digital technology. It involves a working knowledge of current technology, and an understanding of how it can be used. Digitally literate people can communicate and work efficiently with a wide range of technologies.

Implementation

- Parents, staff, students and the community to be made aware of types of cyber bullying, and its legal and hurtful ramifications. Teachers will be regularly reminded of their duty of care regarding protection of students, from all forms of bullying.
- Cyber safety information provided to all staff, students and the school community
- Melton Primary School's Acceptable Use Policy will be distributed to all students and families at the beginning of each year. Students and parents to sign an Acceptable Use Agreement

The information provided to all staff, students and the school community will promote inclusiveness, resilience, life and social skills, assertiveness, conflict resolution and problem solving. In particular, assertiveness training and by standing training that builds skills in children to challenge and/or report unacceptable behaviour is central to our curriculum.

Safe and responsible behaviour is explicitly taught at our school and parents/caregiver are requested to reinforce this behaviour at school. For more information on how to be eSmart visit. <http://www.cybersmart.gov.au/>

Melton Primary School has a responsibility to ensure:

- All forms of cyber bullying are prohibited at Melton Primary School.
- Staff are aware of cyber bullying and are able to identify and look for signs of occurrence among the students.
- Students are aware of the consequences of cyber bullying (student code of conduct).
- A code of conduct is in use for technology, including computers, tablets and mobile phones, whilst on the school premises.
- All cases of cyber bullying are reported to the Assistant Principal / Principal and responded to promptly.
- There is supervision of technology that is effective for monitoring and deterring cyber bullying.

Melton Primary School students have a responsibility to ensure they:

- Hand in all digital devices to the office before school and collect them at the end of the day.
- Do not participate in cyber bullying.
- 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 disseminate inappropriate information through digital media or other means.
- Report incidents of unsafe cyber behaviour or cyber bullying to a member of staff.
- Advise students being victimised by cyber bullying to talk to an adult.
- Offer to speak to an adult on behalf of the student who is being victimised by cyber bullying.

Melton Primary School parents have a responsibility to ensure they:

- Are familiar with the school's Acceptable Use Agreement. Familiarity will enable parents to support students in adhering to the expectations set out in this document.
- Report any incidents of Cyber bullying or unsafe cyber-behaviour that they become aware of, to the school.
- 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 disseminate inappropriate information through digital media or other means.

Handling Cyber-Safety complaints:

All incidents of Cyber bullying must be reported to a staff member. Incidents will be investigated and recorded in a register maintained at the school. Parents will be notified if students are involved in any incidents of bullying/cyber bullying and appropriate and proportional consequences will be followed. Any student who does not follow the rules of the Acceptable Use Agreement will lose their ICT privileges for a period of time as deemed appropriate by the Principal/Assistant Principal/ICT or eLearning Coordinator.

Melton Primary School students can protect themselves by:

- Not giving anyone access to your passwords or providing people you don't trust with your phone number.
- Being careful which websites you post personal information on.
- Not opening emails or read text messages from unidentified names or phone numbers.

Melton Primary School students are advised to report an incident if:

- They feel that the welfare of other students at the school is being threatened.
- They have experienced an incident of unsafe cyber behaviour or cyber bullying.
- They come across sites, which are not suitable for their school.
- Someone writes/posts something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private.
- They accidentally do something, which is against the rules, and responsibilities they have agreed to.

If they feel like a victim they must:

- NOT respond to the digital media.
- Tell a staff member/AP/Principal right away.
- Save *original* evidence (e-mails, instant messages, etc.) with dates and times.

Digital Literacy:

To improve Digital Literacy the curriculum at Melton Primary School includes the use of photos, video, blogs or web conferencing. Staff and Students may communicate with appropriate audiences, such as their peers, via web cameras in a controlled and secure environment within the school. These images may be published within the school on the Ultranet or part of a Blog site, provided to schools by the Department of Education and Early Childhood Education.

Staff and Students may record their participation in school activities and show evidence of their learning using Digital Portfolios. Teachers will outline expected processes with students in these spaces however, it is still important to think before you post. These images remain the property of the school and cannot be copied, published or distributed in any other forum. Failure to follow this agreement could result in legal action. Children without the appropriate permission given by parents on the school's Media Release form will not participate in these activities.

Evaluation:

Due to the fast-growing pace of technological innovation, internet technology and the schools use of technological resources that will continue to develop and change over time, this policy will be subject to a regular cycle of review. Ratified by School Council on 18th of September 2013.

References:

Cyber smart program - Australian Communications and Media Authority
www.acma.gov.au
www.cybersmartkids.com.au