



eSMART POLICY

PURPOSE

Seaholme Primary School recognises the importance of Information Communication Technology (ICT-Computers etc) in preparing students for the world around them and believes ICT is an integral part of the curriculum. We want our students to be confident and safe using this technology. Our school will be an eSmart school and promote cybersafety in the community. 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 parents/guardians work with us and encourage this behaviour at home.

IMPLEMENTATION

All students will undertake a Cybersafe program and will be required with their parents to sign an Acceptable Use Agreement before they will be allowed on-line.

The school community will be provided with Cybersafety information on a regular basis via the school website and the school newsletter.

Incidents of Cyberbullying will not be tolerated at Seaholme Primary School and victims and their carers will be encouraged to report incidents to law enforcement bodies.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Parents can view the Cybersafe programs at www.esafety.gov.au or www.bullystoppers.com

Cyberbullying: is when a **child** is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the Internet, mobile phone, instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter or other type of digital technology. Cyberbullying is usually not a one-time communication, unless it involves a death threat or a credible threat of serious bodily harm.

Bullying is not:

single episodes of social rejection or dislike

single episode acts of nastiness or spite

random acts of aggression or intimidation

mutual arguments, disagreements or rights

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 Cyberbullying**
- **they come across sites which are not suitable for their school**
- **someone writes 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.**

All incidents of cyberbullying must be referred to the I.T Coordinator and Principal.

- Incidents will be investigated and recorded in a register maintained at school.
- The school Welfare and Discipline Policy will determine action taken for breaches of this agreement.
- Any student who does not follow the rules of the Acceptable Use Agreement will lose their computer privileges for a length of time as decided appropriate by the Principal/Assistant Principal/IT Coordinator.
- They will also be required to complete additional cybersafety lessons before their privileges are returned.
- Parents will be notified and expected to meet with school staff if students are involved in any incidents of bullying/cyberbullying.
- Notification will also be given when computer privileges are suspended or withdrawn.

PHOTOS, VIDEO, BLOGS, WEB CONFERENCING

Teachers and Students will record their participation in school activities and may show evidence of their learning with photos and short videos. They may also communicate with other students via web cameras. These images will be published within the school and in their own and others portfolios and on secure school web sites. Teachers will outline expected processes with students in these spaces however, it is still important to think before you post to any online space. 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. Parents are asked to complete the appropriate form to give permission for their student to be included in these activities. The school may also have the opportunity to publish some photos of school events in a public place e.g. the local newspaper and you are asked to give your permission for your child's photo to be published in a public forum

VIEWING MEDIA

To improve student Digital Literacy the curriculum at Seaholme Primary includes the use of videos, DVD's and film to support some lessons. Students will have the opportunity throughout the year to watch media considered as acceptable by the school and with a G or PG rating. We require parents to give permission for their students to view this material.

If parents have any questions about these agreements please arrange to see the Principal or the I.T Coordinator.

Approved at SC June 2016

USAGE AGREEMENTS

PLEASE SIGN THE ATTACHED AGREEMENTS AND RETURN THE SIGNED

FORM ONLY TO CLASS TEACHERS.

PLEASE keep this explanation and agreement rules pages at home for reference.

AGREEMENT for the USE of COMPUTERS and DIGITAL EQUIPMENT INCLUDING MOBILE PHONES, IPODS, ETC

Students at Seaholme Primary School will have access to the Ultranet and Internet and email for educational purposes. To support students in the use of these programs all students will complete a cyber safety program in Term 1 and must abide by school rules for the use of ICT.

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.

1. Students must not knowingly access or try to access any material that is not appropriate for school use. (Filters are in place which restrict students to Education approved sites where possible). Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.
2. If students find they are viewing inappropriate material or at anytime feel uncomfortable about the material on their screen they should turn off the screen (not the computer) and report the incident to their teacher who can investigate the problem.
Students must not use the Internet, Social Media or email to bully, harass or intimidate another person. Laws exist regarding cyberbullying and the school will enact our discipline policy when dealing with this issue. The legislation requires that the school act on Cyberbullying even if it takes place out of school hours on home computers but has an impact on our students.
3. Students must not use inappropriate language in any communication. A filter is in place to detect swear words and any email containing bad language is automatically forwarded to the school administration to be investigated and consequences issued where necessary.
4. All students are given user names and passwords to access computers and the Internet. Students must keep their passwords private and secure. If a student becomes aware that others know their password or that of someone else they must notify their teacher immediately. Any student who uses another person's password to login to computers will not have access to computers.
5. Any inappropriate use of computers will lead to the suspension of computer privileges for a length of time decided by the IT coordinator or the Principal. Some online activities are illegal and as such will be reported to police.
6. Students will abide by Copyright legislation, www.copyright.org.au
7. Students must take care with all equipment they use. Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent who will receive an invoice for the repair.
8. Students must not bring computer games or other material to school on portable devices (USB) and load this material onto school computers. Students should seek permission to use USB sticks in school computers.
9. Students must not use school email accounts to create an account for online activities and social media sites.
10. Student use of mobile phones and any personal device that has Internet access while on school property is forbidden. The school recognises the need for some students to contact parents before and after school and provides safe storage for these devices at the office. We want all students to be safe and secure while at school therefore to maintain all student's right to privacy and good order in the school we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices also can distract students from their learning.
11. **These devices MUST be handed to the office upon arrival at school.**
12. **This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.**

**EACH CLASSROOM WILL DISPLAY A POSTER TO REMIND STUDENTS OF THE
FOLLOWING RULES.**

Care and Use of Equipment:

1. I will care for and look after the computers and all their parts
2. I will not eat or drink near the computers
3. I will only use the computer when I have permission from a teacher
4. I will not copy, download or put my own software on the school computers or download software from the Internet as this may cause a virus.

Work Habits:

1. I agree to follow all teacher instructions when using the computers
2. When using the World Wide Web, I will only search for information about my work.
3. I will not download pictures, music or games without my teacher's permission.
4. I will only read my own email.
5. I will make sure that the email I send out shows politeness and respect as a representative of Seaholme Primary School.
6. I will only play 'games' on the school computer that are educational and have my teacher's approval.
7. I will not submit other people's work as my own.
8. I will not access any files except my own.

Personal Safety:

1. I will use only my first name when communicating with other people.
2. I will not give out mine or anyone else's password, full name, address or phone number.
3. I will tell my teacher if I find any information that makes me feel bad or uncomfortable.

Breaking any of the above rules will cause me to not use the computers for a negotiated period of time. The incident will be investigated and documented. My parents will be notified.



Students along with their parents must sign this agreement to have access to digital technology at Seaholme Primary School

COMPUTER USE AGREEMENT

Student Name:

Parent Name:

I agree to use computers, ipads, cameras, etc in a safe manner and I understand the rules of this agreement. We will follow and support the schools eSmart guidelines at all times.

Student: Parent:

VIEWING MEDIA

Students will view media with the classification of G (General Viewing) as part of the curriculum at Seaholme Primary School. At times teaching staff may determine that media with a classification of PG (Parental Guidance Recommended) is deemed suitable for educational purposes.

I agree to my child watching any media classified as PG that is deemed suitable by teaching staff as part of the curriculum at Seaholme Primary School.

Student: Parent:

PHOTOS AND VIDEOS

Students will have their image captured during the recording of activities at school. These photos or videos may be included in other students’ work and published on the school website or in newspapers and magazines with the school’s permission. Parents and Guardians must give permission for their child’s image to be used in this way.

I give permission for the image of my child (in photograph or video form) to be published within the school or in a school approved forum such as the school website or newspapers or magazines.

Parent:

The recording of images and sounds can breach students’ rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don’t want their image or voice recorded. The Privacy Act says that posting and sharing information online or in any other way requires your consent. Consent can be withdrawn at any time.

Please contact the Principal if you have any questions or concerns about this agreement.

DATE of agreement:

Seaholme Primary School
Digital Equipment Rules – Grade 1-2

1. I will use school computers only with teacher permission.
2. I will follow all instructions from the teacher when using computers.
3. I will use time effectively and do only the task/s assigned.
4. I will work co-operatively.
5. I will take care of hardware and software.
6. I will start and shut down computers correctly.
7. I will not print without teacher permission.
8. I will only work on my own work and store work in my own folder/file.
9. I will make sure I understand any message on the computer screen before I tell the computer what to do next.
10. I will only use sites from the internet or games my teacher has told me to access.
11. I will not give out any personal information.
12. I will turn off the monitor and tell the teacher immediately if I see or hear anything on a website or receive any messages that I don't like or feel are inappropriate.
13. I will be responsible for leaving the computer area and classroom tidy and ready for the next user.
14. I will not eat or drink near a computer.
15. I will make sure I always have clean hands when I use the computer.

If I break any of these rules, then I will be unable to use the computers at school for a specified time. I will need to renegotiate how I use the computers at school.

COMPUTER USAGE AGREEMENT

Prep Grade

I will make sure I always turn on and off computers correctly.



I will follow instructions from the teacher and only do what they tell me on the computer.



I will be sensible when using the computers.

I will share the computer when the teacher says to do so.



I will only use internet sites / games that my teacher has told me to use.



I will NEVER give out my personal information on the computer.



If I see anything bad on the computer I will quickly tell the teacher.



I will look after the equipment and always use it correctly.



I will only do my own work and not touch someone else's work on the computer.



I will not eat or drink near a computer.

I will always have clean hands



Are your



clean?

If I break any of the above rules, then I will not be able to use the computers until Mrs Patterson or my teacher says I can.