eSmart Digital Technology Cybersafety Policy

Rationale:

St Francis Xavier Primary School is committed to providing a safe and secure learning environment for its students.

Digital technology is used to effectively find, analyse, create, communicate and use information to enhance staff and student learning and to engage the school community. This includes the use of technology such email, Internet, phone, mobile device, social media sites, online discussion and chat facilities, copying and printing.

The School recognises the importance of digital technologies as a learning tool and is committed to reducing students' exposure to cyber risks whilst developing students into responsible cyber citizens who demonstrate ethical behaviour when using online and digital technologies.

Within this context, this policy aims to ensure smart, safe and responsible use of technologies and internet within the School community.

Scope:

This Policy applies to all students, employees, contractors and volunteers of St Francis Xavier Primary School. Employees, contractors and volunteers will be referred to as "staff" for the remainder of this document.

Principles:

While staff, students and school community will have access (as deemed appropriate) to electronic resources is a privilege not a right.

- Users are responsible for ensuring that the resources are used in a purposeful, responsible, legal and ethical manner that is consistent with the school's vision.
- Electronic resources for provided for work and education purposes.
- Technology is increasingly changing. Technologies, not yet known or not present in the school, may become part of the school's approach (if appropriate) and will be covered by this policy
- Technology use will be monitored including the appropriateness of sites, material accessed, downloaded or distributed and communication use.
- Technology plays an important role in staff and student learning.
- At all times child safety requirements and processes are to be considered in any use of technology.

Definitions:

Bullying is when someone repeatedly uses their power to hurt or intimidate others. Bullying can be verbal, physical, emotional, electronic or sexual. It may be planned, spontaneous or even unintentional.

Cyber bullying is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or persons using the Internet, digital technologies (for example: mobile phones or tablets), social media or social networking sites such as Facebook and Twitter, or any other type of digital technology.

Cyber Safety is the act of taking precautions to protect and maintain anonymity of your own and/or another person's security and wellbeing when connecting and interacting with people in an online environment.

Digital Citizenship is a set of skills and behaviours required to be a successful learner, confident individual and effective contributor in todays' digital age.

Digital Literacy is the knowledge, skills and behaviours required to use a broad range of digital devices to critically navigate, evaluate and create information and develop new social and economic opportunities for oneself and others in the community.

Digital Technologies are electronic devices, systems and resources that generate, store or process data. In this document it includes, but is not limited to, computer workstations, notebooks, cameras, smart phones, tablets, video and audio players/recorders, social media and networking sites and cloud solutions.

eSmart means knowing how to guard against security and privacy risks online, download content in a legal and ethical way, research and reference information, as well as manage reputation and relationships in cyberspace (The Alannah and Madeline Foundation).

Social Media is computer-mediated services that are used as a means of supporting interactions among people and organisations in which they create, share and exchange information and ideas (for example: Twitter, Facebook, Tumblr, Snapchat).

POLICY STATEMENT:

St Francis Xavier Primary School aims to:

- Provide a safe, secure and caring learning environment;
- Develop safe practices for the use of the Internet and digital technologies for learning;
- Establish transparent expectations for students, staff and the community when using the Internet and Digital Technologies;
- Assist students and members of the School community to differentiate between bullying and inappropriate social interactions;
- Foster social responsibly in all students so that they report inappropriate behaviour towards others rather than act as bystanders;
- Provides all students with digital technology for educational use;
- Educates students to be safe and responsible users of digital technologies;
- Raises parents, guardians and students' awareness of issues such as online privacy, intellectual property and copyright;
- Supervises and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities;
- Provides a filtered & encrypted internet service, but acknowledge that full protection from inappropriate content can never be guaranteed.
- Monitors parent, guardian and student use of digital technology associated with the school's electronic platforms and applications to ensure appropriate use. The school also takes immediate action to intervene when inappropriate use or a breach of this policy is identified.
- Responds to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- Implements the procedures in St Francis Xavier Primary School Behaviour Management Policy where parents, guardians or students do not abide by the school expectations in safe and responsible use of the internet and digital technology.

- Identifies that some online activities are illegal and as such the school is required to report this to the appropriate authority.
- Supports parents and guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use and Cyber Safety Agreement and current information through newsletters and information sessions.
- Recognise that explicitly teaching students about safe and responsible eSmart behaviour is essential in the lives of students and is best taught in partnership between the home and the School.

Learning and Teaching:

Learning and teaching practices, strategies and technologies are effectively incorporated into learning process and are used by teachers and students

- Teachers have clear processes and practices and scaffold learning to manage classroom and online behaviour and respond appropriately to any incidents that may arise.
- Teachers provide students with an understanding of appropriate sites and materials and a process to follow if an inappropriate site/material opens.
- Copyright and privacy laws and other legislation must not be breached in using the Internet and in posting material onto sites.
- The leadership team will monitor the cyber safety curriculum and professional learning requirements for all staff.
- Electronic teaching materials and sites used by teachers are to enhance learning and be appropriate.
- There will be regular communication to staff, students and school community on policies and procedures that foster a safe classroom environment. Information will be available on school website, Staff and Parent Handbooks. Teachers will also discuss issues and procedures with parents in informal meetings and information nights.
- Students will engage as part of their learning in using the internet which will include accessing sites such as websites, electronic chats (social media), bulletins, educational apps and classrooms (such as Google Classroom) and use of email.
- Teachers will provide guidance as to which sites can be accessed and programs that can be downloaded on to school devices. Teachers will develop processes for students to follow if they access an inappropriate site or are confronted with material or text that makes them uncomfortable.
- The learning environment must foster student confidence to report to staff if they have seen or received anything that has made them uncomfortable or threatened.
- The school cannot filter Internet content accessed by a student from home, from other locations away from school or on mobile devices owned by students. St Francis Xavier Primary school recommends the use of appropriate Internet filtering software on such devices.

Educational Applications:

St Francis Xavier Primary School uses a number of applications (Apps) maintained by third party service providers to support the delivery of educational activities and to enhance educational outcomes. A robust review of all Apps is undertaken by the school's Leadership Team prior to them authorising for use. Were possible third party service providers will only be authorised for use where the information is hosted and stored within Australia. The school acknowledges that may from time to time theses providers may store information on servers out of Australia and therefore are not bound by Australian Privacy Laws.

In most occasions the primary information provided to third party service providers is required for registration. This is limited to the student's name, year level, the name of the class teacher and the student's school based email address.

The Apps used for educational purposes include but are not limited to:

- Reading Eggs – Promotes and provides access to activities designed to develop student's ability to read English.

- Seesaw – Captures students work in a digital portfolio.
- Prodigy – Curriculum aligned Maths Game
- Karate Kat – represent and solve Maths problems involving multiplication using efficient mental & written strategies
- Google Classroom – helps students and teachers organise assignments, boost collaboration and foster better communication
- Cool Maths Games – brain training site where logic and thinking and math meet
- Popplet – used as in mind-map, helps students think and learn visually
- Go Noodle – movement and mindfulness for children

Parents or Guardians who require further information, or who have concerns relating to the access and use of authorised Apps, are encourage to contact the classroom teacher to discuss them.

Implementation:

St Francis Xavier Primary School's Student Digital Technology Acceptable User Agreement is discussed with students and parents, signed annually and returned to the school;

- All students in Years Prep to 6 have signed a copy of the Student Digital Technology Acceptable User Agreement;
- Staff use Digital Technologies and Internet in accordance with the School's Staff Digital Technology User Agreement;
- Protocols for safe, respectful and responsible use of technology are present and clearly visible in all Learning Spaces;
- A copy of eSmart Digital Technology Cybersafety Policy and Digital Technology Acceptable User Agreement policies are displayed on the school website;
- Breaches of ICT Acceptable Use Policies are recorded and are dealt with accordingly;
- The School Community are updated about eSmart initiatives on a regular basis through newsletters, fact sheets, special events and the School Website;
- Victorian Curriculum eSmart Scope and Sequence is implemented from Years Prep to 6 and supported in classroom by the Learning Technology Coordinator.

Staff of St Francis Xavier Primary School have the responsibility to ensure that:
- They are familiar with eSmart approaches and understand the philosophies of the eSmart program, necessary for teaching digital literacy;
- They are aware of cyber bullying and able to identify and look for signs of occurrence amongst students;
- Students are aware that any form of cyber bullying is prohibited at the School;
- Students are aware of the consequences of cyber bullying;
- All cases of cyber bullying are reported to the Principal and or Leadership Team and responded to promptly;
- There is effective supervision of digital technology usage in Learning Spaces to deter cyber bullying.

Students at St Francis Xavier Primary School have the responsibility to ensure that:
- Students are familiar with eSmart values of being safe, smart and responsible that are necessary to become digital citizens of our world;
- The School values of mercy, respect, compassion, excellence and justice are demonstrated when using digital technologies;
- Only approved digital technologies are used in accordance with the signed Digital Technology Acceptable User Agreement and in line with the school curriculum program;
- They do not breach the privacy of students, staff and members of the School community through any unauthorised publishing of photography, video, or defamatory comments on social media or networking sites and applications;
- The must not post any inappropriate texts or images or engage in bullying or harassment through the use of these sites or in using email or download any unauthorised programs.
- All incidents of cyber bullying are reported to a member of staff;

- They take steps to protect their own (and others) privacy and personally identifiable information.

Parents at St Francis Xavier Primary School have the responsibility to ensure that they:
- Are familiar with the school's Digital Technology Acceptable User Agreement so they can support their child to adhere to the expectations set out in the document;
- Monitor their child's technology use at home;
- Report any incident of cyber bullying or unsafe cyber behaviour that they become aware of, to the School as soon as possible; and
- Respect the privacy of students, staff and members of the School community through only authorised uploading, recording or filming.

- **Incidents and Complaints**
- Any form of bullying, whether physical, verbal or cyber, is unacceptable;
- All incidents of cyber bullying must be reported to a staff member;
- Incidents will be investigated and recorded in a register maintained by the School;
- All staff have a responsibility to respond to, investigate, follow up and monitor incidents of cyber bullying;
- Any parent who believes that their child is being cyber bullied should contact the school. In the first instance, contact will be with the classroom teacher before escalation to the Principal;
- Parents will be notified if students are involved in any incidents of cyber bullying and appropriate and proportional consequences will be followed.

Related Policies:

Student Digital Technology Acceptable User Agreement
Staff Digital Technology User Agreement
Student Anti-Bullying and Harassment Policy
Safeguarding Children and Young People Code of Conduct
Communications Policy
Staff Social Media Policy
Expectations of Parents and Guardians