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eSmart Policy

RATIONALE:

An eSmart school is where information and communications technology is used in a safe and responsible manner. Students, teachers and the wider school community are equipped with the skills and knowledge to embrace and safely navigate technologies.

AIMS:

- To promote and support our three focus areas of Respectful Relationships, High Expectations and Excellence.
- To promote our corresponding values and beliefs of Respect, Trust, Care, Responsibility, Commitment, Motivation, 100% Effort, Determination and Dedication.
- To develop safe practices for the use of the internet for learning.
- To establish clear expectations for students, teachers and the community when using technology.
- To explicitly teach students safe and responsible behaviour, and respectful online behaviours.
- To achieve accreditation as an eSmart school by meeting all criteria as outlined in the eSmart System Tools.

DEFINITIONS:

Bullying is when someone, or a group of people, who have more power at the time, deliberately upsetting or hurting another person, their property, reputation or social acceptance on more than one occasion. Bullying maybe direct (such as verbal bullying, name calling, insults, homophobic and racist remarks, physical actions) and indirect (lying and spreading rumours, playing nasty jokes, embarrassing, humiliating, mimicking, encouraging others to socially exclude others, damaging someone's reputation, forwarding messages).

Cyber refers to the virtual online world which can be accessed through a variety of technology (computers, ipad's, mobile phones, ipod's).

Cybersafety is the act of maintaining your own and others personal security and wellbeing while interacting with the online world. (It applies to your full name, address, phone number, school, age, birthday, email address).

Cyberbullying is when an individual or group, uses digital technology devices to intentionally hurt another person.

Digital Literacy is the knowledge, skills, and behaviours used in a broad range of digital devices such as smartphones, tablets and laptops.

Digital Citizenship is the social skills and protocols of responsible behaviour when using technology.

Digital Footprint is a trail left by interactions in a digital environment. In social media, a digital footprint is the size of the person's 'online presence' measured by the number of individuals with whom they interact.

Netiquette is the set of social conventions that facilitate interactions over networks.

Social Media is the means of interactions among people in which they create, share and exchange information and ideas in online communities and networks (such as Facebook, Tumblr and LinkedIn).

STUDENT EXPECTATIONS:

Students must sign and agree to the guidelines listed in the Acceptable Use Agreement before commencing online activities.

PARENT EXPECTATIONS:

Parents are expected to sign and be familiar with the school's Acceptable Use Agreement and support students to meet expectations. It is expected that parents will report any incidents of cyberbullying or unsafe behaviour to the school.

TEACHER EXPECTATIONS:

Staff are always expected to exhibit safe and responsible behaviours when communicating off and online as per the Acceptable Use Policy for DEECD ICT Systems. Staff are expected to effectively supervise students while online using school digital devices. Staff are to provide education to students around the smart, safe and responsible use of digital technologies in an eSmart curriculum.

SCHOOL EXPECTATIONS:

The school is expected to provide a range of digital technologies for student's educational use. The school has a policy in place that outlines the values of the school and the expected behaviours of students, parents, staff and the school. The school provides a filtered internet service and effective supervision of students while on school digital devices. The school provides access to age appropriate search engines and teacher recommended and reviewed websites. The school has an eSmart curriculum that is reinforced across the school. The school provides support to students, parents and staff to understand and use digital technologies.

INCIDENTS & COMPLAINTS:

Cyberbullying and unsafe online behaviour will not be tolerated at Beaufort Secondary College. If any member of the community feels the wellbeing of a student is being threatened, it should be reported to the appropriate authority.

PROCEDURES, REPORTING AND STORAGE OF INFORMATION:

Incidents are investigated and recorded by year level coordinators on Compass School Manager. The incident/s are stored so only coordinators and above can access the information for privacy. Students can receive a strike or for serious/repeat offences an external suspension.

IMPLEMENTATION:

All members of the school community should be aware of the policies in place. Parents and students will receive a copy of the ICT Acceptable Use Policy at the start of the year to sign and return the school. All breaches of the policies will be recorded on Compass by year level coordinators. eSmart curriculum will be taught in ICT and health classes and supported in other classes.