

eSMART POLICY

RATIONALE

Thomastown West Primary School is committed to providing a safe, secure and caring learning environment for all students and staff. The school uses the Internet as a learning tool to improve students learning outcomes by increasing access to worldwide information. While the use of digital technology is an exciting learning tool, it's important for students to practice being responsible and safe when online or using technology.

PURPOSE

- Establish an eSmart culture, which is in keeping with the values of the school and the expectations outlined in Thomastown West Primary School ICT and Acceptable Use Agreement guidelines and the Student Engagement policy.
- Educate students to be smart, safe, responsible and ethical users of digital technologies.
- Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

IMPLEMENTATION

- All staff members to be familiar with the above policy.
- Staff to be trained in the philosophies of the eSmart program and are provided with the information necessary for Cybersafety education.
- At the beginning of the year, or when needed, teachers are to familiarise the students with the necessary steps that are in place for using digital technologies, including both the safe handling of equipment.
- Staff will supervise students when using digital technologies for educational purposes.

- Throughout each school year, students will receive explicit education of an eSmart curriculum in relation to:
 - Staying safe online.
 - How to deal with conflict, cyber-bulling and harassment.

- The staff at Thomastown West Primary School will use the following resources to enhance their teaching of an eSmart curriculum:
 - School Wide Positive Behaviour Support.
 - Incursion and Excursions
 - Digital Licences
 - Bullybusters

- All students, staff and parents are responsible for reporting any form of bullying (including cyber-bulling) or harassment.
- All incidents of Cyber-bulling must be referred to the Principal and Assistant Principal for investigation and any action taken will be in line with the Student Engagement Policy.
- Parents and students must sign an Acceptable Use Agreement annually.
- The Thomastown West Primary School Acceptable Use Agreement also applies during school excursion, camps and extra curricular activities.
- Any student who does not follow the rules of Thomastown West Primary School Student Engagement Policy and Acceptable Use Agreement will lose their ICT privileges for a length of time as deemed appropriate by the Principal and Assistant Principal.
- An enlarged copy of the Acceptable Use Agreement must be displayed where digital technologies are used.
- Thomastown West Primary School is committed to education not only its students but also its wider community. As such, information relating to the eSmart Curriculum will be produced and distributed through school newsletters, school office and school website. Information sessions, which include guest speakers, will be made available to the wider school community.

EVALUATION

This policy will be reviewed as part of the three year policy review cycle and/or in response to DEECD policies and guidelines.

REFERENCES

- TWPS Student Engagement Policy
- TWPS Student Engagement Policy – Anti Bullying
- TWPS Acceptable Use Agreement
- TWPS Staff iPad Acceptable Use Agreement
- TWPS Child Safety Policy
- TWPS Child Safety – Code of Conduct