



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Administration.

### Purpose

Serpell Primary School values technologies as engaging and relevant learning tools. Our school acknowledges that the effective safe use of technology relies upon the development of responsible digital citizenship and is committed to being an eSmart school. Our school culture supports and educates students, teachers and parents to be confident, respectful, safe and critical users of technologies.

### Scope

This policy applies to all students at Serpell Primary School.

### Definitions

#### *eSmart*

An eSmart school embraces the intelligent, safe and responsible use of information and communications technology. The school community embraces technologies while being informed of its safe use and the risks.

#### *Cyber safety*

Cyber safety refers to the safe and responsible use of the internet and ICT equipment/ devices including mobile phones.

#### *Cyberbullying*

Is when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the Internet, mobile phone, instant messaging, email, chat rooms or social networking sites such as Facebook, Instagram, 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. If you believe that cyber bullying has occurred please contact the eSafety Commissioner on <https://www.esafety.gov.au/> by following the links.

#### *ICT Equipment/devices*

In this document includes, but is not limited to, computers, laptops, iPads, storage devices, cameras, all types of mobile phones, smart watches, video and audio players/receivers, and any other technologies as they come into use.

#### *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.

### Policy

This policy aims to build upon student, staff and community capabilities with safe use of technologies through outlining a set of procedures for our school community to ensure smart, safe and responsible use of technologies. At Serpell Primary School we believe that cyberbullying is unacceptable. We provide transparent school behaviour management processes to address cyber bullying, cyber abuse and other forms of unacceptable cyber behaviour. All reported incidents of cyberbullying are investigated, recorded and support is provided to parties involved. We encourage parental and peer support of cyber safety.

At Serpell Primary School students, teachers and parents are informed of types of cyberbullying and its consequences, both legal and personal. Teachers are routinely informed of their duty of care regarding protection of students from cyberbullying.



Serpell Primary School adopts the following four phase approach to cyber safety.

1. Primary Prevention
  - The staff regularly undertakes professional development regarding cyberbullying and promoting the safe use of technologies.
  - Cyber safety forms part of each student's curriculum.
  - A copy of the Acceptable Use Agreement is displayed in classrooms.
  - Students are required to sign an Acceptable Use Agreement for the Internet and Digital Technologies annually under the supervision of parent/ carer.
  - Cyber safety is regularly promoted to the school community through school newsletters, forms and parent information evenings.
2. Early Intervention
  - This policy reinforces the importance of reporting incidents of unacceptable behaviour.
  - Safety software and firewalls eliminate inappropriate access to the school's network.
  - Student use of electronic communication devices e.g. mobile phones are for out-of-school only.
  - Consequences are implemented for any student who uses such devices inappropriately during school hours.
3. Intervention
  - All incidents or allegations of inappropriate use of digital technologies are investigated and recorded by staff on Google forms and any evidence to be stored on the staff Intranet.
  - Students and staff identified by others as cyber bullies will be informed of the allegations.
  - Parents are contacted when their child has been involved in a cyber-bullying incident.
  - Mobile phones will be confiscated and held in storage if used during school hours.
  - Electronic communication devices will be confiscated if used inappropriately.
  - The school will liaise with external agencies as required i.e. support services.
4. Restoring Well-being
  - Appropriate strategies may include:
    - Ongoing monitoring of students' use of digital technologies, including network traffic.
    - Identification of an agreed key contact staff member for each student involved.
    - Follow-up meetings regarding each student's safe and responsible use of digital technologies.
    - Ongoing communication with parents and monitoring of students' wellbeing.
    - Counselling from support officers of appropriated agencies for all parties.
    - Reinforcement of smart, safe and responsible behaviours.

#### **Further Information and Resources**

- Office of the Children's e-Safety Commissioner - <https://esafety.gov.au/>
- Department of Education and Training: Cyber Bullying - <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/cyberbullyingcampaign.aspx>
- eSmart schools - <https://www.amf.org.au/what-we-do/esmart/>
- School – Acceptable Use Agreement, P – 2 & 3 – 6
- Mobile Phones - Student Use Policy
- Digital Learning (Internet, Social Media and Digital Devices) Policy
- Student Engagement and Wellbeing Policy



Serpell Primary School  
**eSmart (Cyber Safety) Policy**



### Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on school website.
- Included in our staff handbook/manual.
- Hard copy available from school administration upon request.

### Policy Review and Approval

Policy last reviewed	This policy was last updated on the 19 <sup>th</sup> of March 2020.
Approved by	Principal
Next scheduled review date	This policy is scheduled for review in March 2024.