



## **DROUIN SOUTH PRIMARY SCHOOL**

### **eSMART POLICY**

This policy applies to the users of the Drouin South Primary School and the Victorian Education Department computer network and equipment and applies to all staff, students and any other users of digital technologies in the school.

This policy encompasses the use of all electronic communications whether or not these are published to the web or sent electronically, and includes but is not limited to:

- Browsing and using search engines
- Publishing
- Social media
- Streaming media
- Email and instant messaging
- Taking photos
- Recording sound or video
- Posting and commenting on blogs, discussion forums & notice boards
- File transfer
- Video conferencing

The policy covers the use of ICT equipment owned by the school and personal items such as mobile phones, smart phones and wireless capable devices.

#### **Student Access**

Students at all year levels are offered access to the school network, to the internet and the Victorian Education Department network.

#### **School Network:**

Within the school network students are allocated a personal folder for their own work and can access a shared folder of school-wide resources such as shared student work, learning tools, software and educational games. Student access to the school network is by individual login and password.

#### **Internet:**

Students access the internet through use of their student login and password. Many unsuitable or inappropriate sites are blocked by the internet service provider and cannot be accessed with a student account.

The network administrator can also block and unblock sites if deemed necessary. Students will only access the internet when a teacher is directly supervising individuals or a class group. Students will log on using a specified password. The school will monitor student usage and attempted violations.

#### **Email:**

Students are allocated an email address as part of the school network. Email content is filtered centrally. Students will not be allowed to check, read or send email from private accounts (eg hotmail or gmail).

#### **Web Pages:**

Students may contribute to the school's website and newsletter. This can include school work produced by the student and could include images of student groups in the school environment.

**Social Media:**

Students are blocked from accessing social media sites such as Facebook and Twitter on the school network. For information about the use of social media on smart phones or other privately owned mobile devices outside school hours refer to the Acceptable Use sections of this policy.

**Mobile Phones:**

The school acknowledges that some students own or have access to mobile phones and other web capable devices which may enable them to make phone calls, text, browse the web and access social media etc.

However, students are not permitted to have mobile phones at school and must hand them in at the office when they arrive at school and collect them before leaving. Approval for this must be sought from the principal and granted by the principal case by case. The school acknowledges that students who bring mobile phones to school might use them before or after school in an unsupervised environment (eg on a bus).

**Wireless Network**

The school network and internet is also accessible through wireless access points (waps) located throughout the school. The wireless network is not an open network and can only be accessed with a digital certificate or password. Students are not permitted to access the wireless network using smart phones or other personal wireless capable devices.

**Acceptable Use - Staff**

All usage of the school network and resources must comply with laws relating to discrimination, equal opportunity, privacy and workplace bullying and harassment, including cyber bullying.

The school network is primarily a business tool to be used for educational purposes.

It is to be used like other business communications and comply with any codes of conduct which apply to the user, such as the Code of Conduct for the Victorian Public Sector, and Teaching Service Orders.

Users of the network may use communications for limited personal use as long as this does not interfere with their professional responsibilities, is reasonable and not excessive. Unreasonable or excessive personal usage constitutes a failure to abide by this policy and may result in disciplinary action.

Subject to limited personal use, the school network and internet access must generally not be used to conduct private business or private commercial transactions, to gamble, or carry out research into non-work related topics.

Non-compliance with this policy will be regarded as a serious matter and appropriate action will be taken when a breach of the policy is identified.

Any failure to abide by this policy may result in disciplinary action including revoking or restricting any right to use the equipment or network.

Teachers are responsible for ensuring all students under their responsibility are taught about cyber safety, the Student Acceptable Use agreement and the terms and conditions of services.

**Acceptable Use – Students**

When students use digital technology they must agree to:

- be a safe, responsible and ethical user whenever and wherever they use it
- support others by being respectful in how they communicate with others and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content they upload or post leaves a digital footprint
- protect their own privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)

- think critically about other users' intellectual property and how they use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password that is not their own
- not reveal their password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- protect the privacy of others and never post or forward private information about another person
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos they take or video they capture and never use these as a tool for bullying.

The Acceptable Use Agreement also applies during school excursions, travelling to and from school, camps and extra-curricular activities. Students must acknowledge and agree to follow these rules. Access to the internet and mobile technology at school will be renegotiated if a student does not act responsibly and follow the guidelines of the agreement.

## **COMMUNICATION**

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

### References:

Cyber Safety: Education Department <http://www.education.vic.gov.au/>

Drouin South Primary School Privacy Policy

Drouin South Primary School Anti Bullying Policy

eSmart: <https://www.esmartschools.org.au/Pages/eSmartPortal.aspx>

Kids Helpline 1800 55 1800 <http://www.cybersmart.gov.au/report.aspx>

Approved by the Principal.

Last reviewed & passed: July 2021

Next Review: July 2023



Dear Parents, this agreement should be discussed with your child/ren. For younger children, it is acceptable for only the first section to be discussed. Please tick the points you have discussed with your child and return this document to school.

## Drouin South Primary School Digital Technologies Acceptable Use Agreement for Students

When I use digital technology (computers, tablet computers, cameras) I agree to:

### Section 1 – For all children

*Please tick when discussed*

- be a safe and responsible user of digital technologies
- talk to a teacher if I feel uncomfortable or unsafe using digital technologies or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- not reveal my password to other children
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password that is not my own
- use the internet for educational purposes only
- not bring or download unauthorised apps or programs (including games) to the school or run them on school computers
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them

### Section 2 – For older children

- be an ethical user whenever and wherever I use digital technologies
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- protect the privacy of others and never post or forward private information about another person
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space

This Acceptable Use Agreement also applies during school excursions, travelling to and from school, camps and extra-curricular activities such as sports days.

We acknowledge and agree to follow this agreement. We understand that access to the internet and digital technologies at school will be renegotiated if a breach of this agreement occurs.

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(Year Level)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Carer Signature

This document forms part of the school's eSmart Policy which can be viewed online. If you have any concerns about this agreement or ideas for making the agreement better please contact the school.

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>