

eSmart Policy

Rationale

St Catherine's Primary School is committed to providing a safe and supportive working and learning environment for all members of the school community. The internet and digital technologies provide many opportunities for student engagement and learning. While the use of digital technology is an exciting learning tool, it is important for students to be responsible and safe when working in the online environment or using technology. Students must be cyber-ready and cyber-safe, to prevent exposure to cyberbullying or unacceptable behaviour that may occur.

Aims:

- For St Catherine's Primary School to develop a whole school approach to ensure its students are protected from bullying and cyberbullying both while at school and when in their home environment.
- The eSmart Policy should be read in conjunction with the following policy documents:
 - Learning and Teaching Policy
 - ICT Policy
 - Student Wellbeing Policy
 - Cyberbullying Policy
 - Complaints and Grievances
 - Duty of Care Policy
 - Internet Use-Student Agreement Policy
 - Internet Use-Staff Agreement Policy
 - Digital Image Policy
 - Mobile/Electronic Devices Policy
 - Behaviour Management Policy.

Implementation:

- All staff members are to be familiar with the above policy documents. Staff are to familiarise themselves at the beginning of each school year with each policy document and carry out the necessary requirements within their classroom and as part of their daily duties while at school.
- At the beginning of each school year, and at any other time as needed, teachers are to familiarise the students with the protocols in place for using digital technologies, including both the safe handling of equipment together with the penalties imposed if incorrect use occurs.
- Throughout each school year, students will receive explicit education of an eSmart curriculum in relation to:
 - Staying safe online
 - How to deal with conflict, bullying, cyber-bullying and harassment
 - Building confidence, resilience, persistence, getting along and organisational skills.
- The staff at St Catherine's Primary School will use the following resources to enhance their teaching of an eSmart curriculum:
 - Bounce Back Program
 - Incursions and excursions
 - Whole School Positive Behaviour Program.

- St Catherine's Primary School is committed to educating 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 and the school website. Information sessions, which may include guest speakers, will be made available to the wider school community at times and will be advertised through the normal channels of communications.
- Parents and students must sign an Acceptable Use Agreement annually.
- All teachers must go over the Acceptable Use Agreement each term.
- All staff members are responsible for ensuring that students adhere to the Acceptable Use Agreement. Any breaches of this agreement will be documented, and appropriate consequences as set out in the agreement will be given.
- The use of computers and iPads is a part of everyday learning whilst at St Catherine's Primary School. Students are expected to adhere to the Mobile Phone/Electronic Devices Policy document while using these devices at school.
- In line with the Bullying and Harassment Policy, all students and staff are responsible for reporting any form of bullying (including cyber-bullying) or harassment to either a teacher or the Principal/Deputy Principal, who will follow the procedures as set out in the above-mentioned policy document.
- The school community as a whole has a responsibility for the safety of the students at St Catherine's Primary School, and as such, parents and caregivers and others who witness any form of conflict, bullying (including cyber-bullying) or harassment are expected to report this to the Principal/Deputy Principal as soon as is practical.

Evaluation

This Policy is evaluated and reviewed as part of the School Improvement Plan.