



Cyber Safety/eSmart POLICY

GOSPEL VALUES

With strength of purpose and gentle spirit, St. Gabriel's is a welcoming, affirming and compassionate catholic community. We strive to build a cooperative learning community which works towards developing each person's potential.

We believe St. Gabriel's is a place where:

Gospel values permeate the total environment bringing all to know the love of God.

Education of the whole person provides the foundation for lifelong learning.

All members of our community are encouraged to be active participants and contributors to the school, parish, local and global community.

RATIONALE

At St Gabriel's Primary School, ICT will be used as a tool to support and empower learning and thinking. Our students will have the opportunity to develop skills that will equip them to become responsible, competent and active members of the global community, and safe digital citizens.

The purpose of this policy is to provide guidance and directions for the appropriate use of all forms of ICT which includes all learning technologies and the Internet at St. Gabriel's School, Traralgon.

Cyber safety refers to the safe and responsible use of information and communication technologies (ICT). This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues.

Common cyber safety issues include:

- Cyber bullying - ongoing abuse of power to threaten or harm another person through the use of technology.
- Sexting - the sending or posting of provocative or sexual photos, messages or videos online.
- Identity theft - the fraudulent assumption of a person's private information for their personal gain.

AIMS

1. To provide opportunities for all students to access and develop competencies with the broadest range of Information and Communication Technologies (ICT).

2. To use ICT as tools that support and develop learning and enhance educational outcomes.
3. To develop good digital citizens by using ICT in a safe and appropriate manner.
4. To develop the necessary skills, knowledge, attitudes and behaviours required of students, staff and parents to participate and function effectively and appropriately in cyberspace.
5. To make students, staff and parents aware of their roles and responsibilities in relation to cyber safety and online behaviours.
6. Achieve and maintain accreditation as an eSmart school by meeting all criteria as outlined in the eSmart System Tools.
7. The eSmart Policy should be read in conjunction with the following policy documents:
 - [ICT Acceptable User Agreement Prep - Year 4](#)
 - [ICT Acceptable User Agreement Year 5/6](#)
 - [Wellbeing Policy](#)
 - [Anti-Bullying Policy](#)
 - [Child Protection Policy](#)
 - [Google Apps for Education Collection Notice](#)
 - [Privacy Policy](#)

IMPLEMENTATION

1. For staff to be familiar with this policy document.
2. For staff to use technology for appropriate and professional behaviours/activities.
3. The school community will be provided with cyber safety information on a regular basis through information sessions and updates through the newsletter.
4. St. Gabriel's staff will supervise students when using digital technologies for educational purposes and the school will provide a filtered internet service whilst acknowledging that full protection from inappropriate content can never be guaranteed.
5. All St. Gabriel's students will undertake a cyber safe program and will be required agree to the ICT User Agreements (as hyperlinked above) before they will be permitted to use any information and communications technology (ICT) at school.
6. Safe and responsible online behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.
7. St. Gabriel's staff will raise student awareness of good digital citizenship. Areas include, but are not limited to:
 - a. **Respect** - respecting themselves and others online.
 - b. **Curate** - curate information found online and select the best information for learning.
 - c. **Protect** - Protect their private information.
 - d. **Give** - Give credit to the author of online content used.
 - e. **Use** - Use technology to learn, gather information and to communicate.
 - f. **Balance** - Balance the time they spend using technology and doing other activities.
 - g. **Upstand** - Upstand and say no to cyberbullying.

8. Mobile phones and other personal electronic devices may only be brought to school for after school purposes, however, mobile phones of students must be handed in at the beginning of the day, and will be handed back at the end of the day.
9. All technology devices are used appropriately, at all times.
10. Parents and students must comply with the conditions of use as outlined in the ICT Acceptable Use Policy, which prohibits students from accessing mobile phones and other personal electronic devices within the school grounds without permission.
11. St. Gabriel's will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
12. All incidents of Cyberbullying must be referred to the Principal, Deputy Principal and the ICT Leader for investigation and any action taken will be in line with the above policies.
13. Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying as outlined in the Cyber safety and ICT User Agreement Policies.
14. Students are advised to report an incident to their teacher immediately if:
 - a. They have experienced an incident of Cyberbullying.
 - b. They feel the welfare of other students at the school is being threatened.
 - c. They come across sites which are not suitable for our school.
 - d. Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information.
 - e. They accidentally do something which is against the rules and responsibilities they have agreed to.
15. Any student who does not follow the rules of the Cyber Safety/eSmart Agreements and associated policies, will lose their ICT privileges for a length of time as deemed appropriate by the Principal, Deputy Principal, ICT Learning Leader or classroom teacher.
16. This policy also applies during school excursions, camps and extra-curricula activities

BREACHES OF POLICY

All breaches of this policy must be referred to the ICT Learning Leader, the Student Wellbeing Leader, Deputy Principal or the Principal. Incidents will be investigated and recorded on nWellbeing on nForma. The Cybersafety, ICT Acceptable Use and Student wellbeing policies will determine actions taken for breaches of this policy. Any student who does not follow the rules of the Acceptable Use Agreement will lose their technology privileges for a length of time as decided appropriate the appropriate staff member. Parents will be notified and expected to meet with school staff if students are involved in any incidents of bullying/cyberbullying.

RATIFIED ON - June 2013

PROPOSED DATE OF REVIEW - Oct 2016