



Dandenong South PS eSmart Policy

Rationale:

Dandenong South Primary School will aim to provide teachers and students with a learning environment that is reflective of the way society is progressing and functioning. This requires the appropriate use of media and technologies within the class and school by teachers and students alike. At all times, the purpose of integrating these technologies into class and school routines is to improve student learning. The intended benefits may be seen in student engagement, improved assessment practices and teacher collaboration, greater efficiency in delivering learning programs, increased opportunities for students to apply their learning and engage with the broader community and enhanced opportunity for teacher professional learning.

Many existing policies of the Department of Education and Training (DET) guide teachers and schools in their conduct in implementing the use of these technologies. We require teachers to know and follow these. Dandenong South Primary School is committed to child safety. We have a zero tolerance to child abuse. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards.

Being 'eSmart' means being able to be an efficient, responsible and safe user of digital technologies within the school and community environment. To do this the school community needs to understand the basic fundamentals of what information and communications technology entails and the ramifications of their on and offline behaviour. Students, teachers and the wider school community should be equipped to use these technologies appropriately.

Aims:

- To improve student learning outcomes by increasing access and awareness of appropriate communications both online and offline
- To develop skills in reliable information and appropriate Internet usage
- To demonstrate a zero tolerance to any form of child abuse, irrespective of whether online or offline.

Objectives:

- The school will provide a curriculum at all levels to ensure that all students are exposed to effective eSmart learning. The school will be organised to ensure that all school staff have an understanding of what it means to be 'eSmart' and be provided with opportunities to explore this in their classroom.
- Teachers will continually update their digital technology skills that will enable them to deliver an effective 'Technologies/eSmart' program.

- Parents and the wider community will be surveyed every few years and be invited to contribute to the development of the schools' values and Information and Communication Technologies (ICT) management within the school.
- All people involved will be expected to behave in a respectful and caring manner both online and offline.
- All students will be made aware of their responsibilities through the school policies and acceptable use agreements. They will be expected to agree and comply with the rules and the expectations of the school.
- The school will respond to breaches of acceptable use agreements in accordance with the Restorative Practices approach as outlined in the Dandenong South Primary School Student Engagement Policy.

Implementation:

- We have acceptable user agreements for both staff and students, which are signed by students, parents/carers to provide a common and agreed approach to the safe and smart use of mobile and non-mobile digital technologies.
- We teach using Restorative Practices and develop student relationships to achieve appropriate communications and interactions between students, teachers and the school community.
- We use resources such as 'Bounce Back' and online cybersafety resources to consolidate learning in this area.
- We hold annual parent information sessions about social media and online etiquette.
- All staff are required to use the DET Acceptable Use Policy with regards to their laptops, mobile devices and their Internet usage.
- Appropriate information is included in the orientation kit held at the office for new and casual staff.
- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All staff at our school will have censorship filtered Internet and email access. All staff will have their own password protected Internet and email account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- All students at our school will have censorship filtered Internet access. All students will have their own password-protected account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- A Technologies Team Leader has been appointed and liaises with staff and the Specialist Technician to manage all issues related to Internet access.
- All staff shall be responsible for notifying the Technologies Team Leader of any inappropriate material on the Internet so that access can be blocked.
- All students shall be responsible for notifying their teacher of any inappropriate material on the Internet so that access can be blocked.
- Signed parent and student Consent for Use of Internet (see Internet Usage Policy) is required in order to gain access to the Internet. This parent and student consent form needs to be signed on the Student Enrolment Form. The Internet Acceptable User Kit for Primary Students and their families is available to parents on request

- Signed parent and student Consent for the Dandenong South Primary School Acceptable Use Agreement - Internet and Digital Technologies, is also required. Information is provided to families to support the understanding of this document.
- Signed parent Consent for Children’s photographs & school work is required in order to publish student work, photographs, video footage and school work on the school website or Internet. This parent consent form is on the Student Enrolment Form. A student and their parents/guardians can refuse or withdraw consent for any image to be used – please refer to the Photography Policy.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students on the school website or Internet, only the student’s first name and last initial will be used.
- The school ensures that information published on the school website or Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- A Specific Consent Form will be distributed at the time of request for use of student images and media products that will be publicly accessible.
 - This includes, but is not limited to, newspaper publications, websites accessible without a password, YouTube channels or other organisations.
 - Many organisations provide their own specific consent forms for images or media products that are publicly accessible. Where these are available, they will be used in place of the school form.
- Teachers will remain respectful of student rights and dignity and not photograph them in any state where they are not fully clothed.
 - This includes but is not limited to students wearing swimming costumes.
- At all school events, teachers will remind parents and students of their responsibilities not to photograph and/or distribute photographs of other students.
- School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes only. If this occurs, staff are expected to upload the images to the school database and delete the images from their device within a week of the images being captured.

Evaluation:

This policy will be reviewed as part of the school’s four year review cycle or earlier as required.

This policy was last ratified by School Council in...

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