

 **eSmart Policy**

***Important terms used in this document:***

1. *The abbreviation* ***‘ICT’*** *in this document refers to the term ‘Information and Communication Technologies.*
2. ***‘Cybersafety’*** *refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones*
3. ***“Cyberbullying****” refers to bullying through information and communication technologies, mediums such as mobile phone text messages, emails, phone calls, internet chat rooms, instant messaging and social networking websites*
4. ***“Cyber risks”*** *refers to keeping information such as names and address confidential, to reduce the risk of the student’s privacy and online security*
5. ***“School ICT’*** *refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
6. *The term* ***‘ICT equipment/devices’*** *used in this document, includes but is not limited to, computers (such as desktops, laptops, iPads, smart phones, smart watches and storage devices).*

# Philosophical Basis

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Rangeview Primary School has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community.

These responsibilities are increasingly being linked to the use of the Internet and Information Communication Technologies (ICT), and a number of related cybersafety issues. The Internet and ICT devices/equipment bring great benefits to the teaching and learning programs, and to the effective operation of the school.

Rangeview Primary places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

However, we also recognise that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

At Rangeview Primary we have rigorous and effective school cybersafety practices which are directed and guided by this cybersafety policy

***Policy:***

Rangeview Primary School will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

These cybersafety practices will aim to not only maintain a cybersafe school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

Associated issues the school will address include: the need for on-going funding for cybersafety practices through inclusion in the annual budget, the review of the school’s annual and strategic plan, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about cybersafety for the school community, disciplinary responses appropriate to breaches of cybersafety, the availability of appropriate pastoral support, and potential employment issues.

The schools eSmart Committee will be made up of staff, leadership and parent/carer reps where possible.

The eSmart Committee will also develop a policy relating to the use of ICT devices / equipment and software.

***Guidelines:***

1. Rangeview Primary School’s cybersafety practices are to be based on information from the eSmart Program.
2. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network.
3. Rangeview Primary School user agreements will cover all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
4. Rangeview Primary School user agreements will stipulate that all students are required to use the schools wifi while at school and will not use personal data or provide hot spot points for others.
5. The user agreements are also an educative tool and should be used as a resource for the professional development of staff.
6. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Rangeview Primary School is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
7. Signed user agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
8. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
9. The school has the right to audit at anytime any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
10. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school’s cybersafety practices. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.
11. The eSmart Committee is responsible for reviewing this policy each year in Term 3 in readiness for the following school year, in line with Rangeview eLearning plan, the ICT team and the Principal.
12. The Acceptable Use Agreement shall be reviewed and monitored each year in Term 3 in readiness for the following school year, in line with Rangeview eLearning plan, the ICT team and the Principal.
13. Parents/carers have the right to discuss the required APPs for each level with their child’s teacher to address any concerns prior to purchasing/installing on the BYOD.

***Date ratified by School Council: 2018***

***Review date: 2021***