

eSMART POLICY

Introduction

This policy outlines expectations and responsibilities of teachers and students of Hume Valley School in regard to digital technologies. This policy applies to the use of all electronic devices used in the school (both personal and school devices).

Hume Valley School is committed to the safety and wellbeing of all children and young people. Hume Valley School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. Every person involved in Hume Valley School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Our aim is to provide an educative environment by establishing an eSmart culture which is in keeping with the values of the school, legislative and professional obligations, and the community's expectation.

Within this context, the objectives of these guidelines are to ensure the smart, safe, responsible use of ICT within the school community. These guidelines outline the conditions applying to the use of all school ICT and behaviours associated with safe, responsible and ethical use of technology. Authorised users are required to comply with the Agreement.

Definitions

- **'Authorised user'** means a person who has signed the eSmart Agreement (or has had it signed on their behalf by a parent) and is authorised by the school to use school ICT.
- **'eSmart'** refers to the name of the cyber awareness guidelines Hume Valley School follows to promote the safe, responsible and ethical use of ICT.
- **'ICT'** stands for 'Information and Communication Technologies' and includes network facilities, ICT equipment and devices, including computers, iPads, digital cameras and any other similar technologies.
- **'Digital technologies'** includes, but is not limited to, communication made using ICT equipment/devices such as internet, school's online learning portal (eduPLEX), email, online discussions/surveys and mobile phone applications.
- **'eLearning'** refers to the use of ICT for educational purposes.
- **'School related activity'** includes, but is not limited to, an excursion, camp, sporting or cultural event, wherever its location.
- **'Objectionable material'** includes, but is not limited to, pornography, cruelty, violence, or material of a discriminatory nature that it is likely to be detrimental to

- the wellbeing of students or unsuitable to a school environment.
- **‘Unacceptable student conduct’** includes, but is not limited to, malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering settings on any ICT device or equipment without authorisation, plagiarism, non-sanctioned gaming, impersonation/identity theft or copyright infringement.
- **‘Personal electronic devices’** includes, but is not limited to, handheld gaming consoles (including but not limited to Nintendo DS, PSP Wii U), MP3 players (including but not limited to iPod, iPod Touch), e-readers (including but not limited to Kindle, Kobo) other internet and 3G accessible devices, and any other similar such devices as they come into use.

Purpose

The primary purpose of Hume Valley School’s eSmart policy is to support and enhance teaching and learning, specifically safe eLearning. Our school’s eSmart policy should be read in conjunction with the following documents:

- The **Hume Valley School Student User Agreement and Advice Form**- applies to any use of digital technologies owned by Hume Valley School and is not limited to those used while at school during a normal school day. (Appendix A)
- The **Hume Valley School Guidelines for reporting cyber issues** document -outlines steps for teachers and students to take for provision of secure ways to report any negative incidents online. (Appendix B)
- **Hume Valley School Staff Social MEDIA, Networking, Blogging and Websites Policy** (Appendix C)
- **Hume Valley School Internet Safety Advice for Parents** (Appendix D)
- **Hume Valley School Mobile Phone and Electronic Device policy** (Appendix E)

The School provides many digital technologies to support students in their studies. Students are responsible for using these technologies in a responsible, legal and ethical manner. The use of these technologies is a privilege, not a right, which may be revoked at any time for inappropriate behaviour. It is the responsibility of each student to fully understand this eSmart Policy as a condition of using the networked information system. The use of digital technology is a privilege – not a right. Everything a student does on school owned equipment is logged. Students have responsibilities when using digital technologies (see below).

Student Responsibilities are to:

- Protect others and your own privacy online.
- Only use digital technology for educational purposes.
- Use digital technology in an ethical way.

Ethical Behaviour (Do’s and Don’ts):

- Cyber-bullying is **the same** as actually bullying
- Don’t access objectionable material.

- Don't damage computer systems (physically or virtually).

Ethical Behaviour (Do's and Don'ts) cont:

- Only access what you have been given access to. Don't share your passwords or interfere with other people's accounts.
- Seek permission from individuals before recording or taking photos of them.
- Use copyrighted content appropriately. Ensure you have the permission before using or distributing work.

Rights and Privileges

Students are provided with a personal storage space on the Hume Valley School networked information system. All files in student network drives are deleted at the end of each school year and it is the student's responsibility to remove any valuable files before this time. It is the sole responsibility of students to keep their username and passwords to the networked information system safe and secure. However, users should not expect that files would always be private. Hume Valley School network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

Our digital technologies are the property of the Department of Education and Training (DET). All use of the networked information system leaves an electronic trail that monitors student access in a detailed fashion. Student usage is logged and can be reviewed at any time by outside agencies and by the School. Inappropriate actions, intentional or unintentional damage will be brought to the attention of the Principal, the Assistant Principals, the Sub-school managers, parents and the authorities, as appropriate. In such cases, students will have their privileges withdrawn, may be suspended and in extreme cases expelled from the School.

School and Teacher Responsibilities

Hume Valley School uses the Internet as a teaching and learning tool. We see the Internet and technology as valuable resources but acknowledge they must be used responsibly. At Hume Valley School we have a Cyber Safe and Responsible Use program across the school. We reinforce the school's values and behaviours when using technology and the internet.

At Hume Valley School we:

- Believe the teaching of cyber-safe and responsible online behaviour is essential to the lives of students and is best taught in partnership between home and school.
- Understand students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online. Safe and responsible behaviour is explicitly taught at our school and parents / carers are requested to reinforce this behaviour at home.

- The School provides as many eLearning resources as possible to support students in their studies. Students are responsible for using these ICT resources in a responsible, legal and ethical manner.
- Provide supervision and direction in online activities and when using digital technologies for learning and support students in developing digital literacy skills.
- Have policies in place that outline the values of the School and expected behaviours when students use digital technologies and the Internet (outlined in this document).
- Provide a filtered Internet service.
- Provide support to parents / carers through information evenings, parent teacher interviews, phone and email contact.
- Use a reporting system to collect data on offensive behaviour online, such as cyber-bullying, and follow up any incidents that are reported.

Disclaimers:

Hume Valley School is not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on Hume Valley School’s networked information system, or for personal property used to access Hume Valley School networked information system; for the accuracy, nature, or quality of information stored on Hume Valley School’s networked information system; or for unauthorised financial obligations incurred through Hume Valley School’s networked information system. Further, even though Hume Valley School may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. This policy intends to emphasise and encourage responsible digital technology use for our students.

EVALUATION:

Ratified By Hume Valley School Council	November 2016
Review Date:	November 2018