Holy Eucharist Catholic Primary School
St Albans South.

INFORMATION COMMUNICATIONS TECHNOLOGY (ICT)
eSMART POLICY

APPENDIX:
1. ICT Code of Conduct P- 6
2. ICT Agreement P-6

Holy Eucharist Catholic Primary School Commitment Statement to Child Safety
A safe and nurturing culture for all children and young people at our Catholic school

'The intention for this statement is to provide a central focus for child safety[1]at our Catholic school, built around a common understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change….

*…*Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements[2]'.

[1]As defined by the Victorian Government Special *Gazette* No. 2 (2016), 'children and young people' in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

[2]Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

EVIDENCE OF THIS OCCURING AT HOLY EUCHARIST

Holy Eucharist is resolutely committed to ensuring that all those engaged in our Catholic primary school promote the inherent dignity of children and young people and their fundamental right to be respected and nurtured in a safe school environment.

Holy Eucharist school has a moral, legal and mission-driven responsibility to create nurturing environments where children and young people are respected, their voices are heard and where they are safe and feel safe.

Holy Eucharist School will strive for continual improvement that is responsive to emerging thinking, evidence and practice, so as to eliminate the possibility of abuse occurring in the first place.

Rationale:
We want our students to be confident and safe while using technology in our school. Holy Eucharist Primary School will be an eSmart school and promote cyber safety in the community. We believe that explicitly teaching about safe and responsible online behaviours is essential, and we feel that involving families in this process will be crucial for the eSmart program's success. We expect that families will support this program by reinforcing good decision making and appropriate use of technology at home.

Definitions:
- **Bullying**: When a student or group of students with **more power, repeatedly** and **deliberately** uses negative words and or actions against another student that **cause distress** and create **risk to their wellbeing**.

- **Cyber bullying**: Originates from the same basic human behaviours as bullying. The use of social media increases the frequency of bullying- potentially making it **24/7** and creating a **permanent reminder** of the negative messages expressed or implied.

Aims:
To establish clear expectations to the Holy Eucharist community with regard to cyber safety. It is expected that the students will use the technology at school with staff supervision to access, process and communicate information and share resources. These resources will be practical and appropriate to the school curriculum.

Documents in place:
- Anti-Bullying Policy
- ICT Student Agreements P-6
- ICT Codes of Conduct P-6
- Privacy Policy

Implementation:
- All members of the school community are aware of the documents above.
- A copy of the ICT Code of Conduct is displayed in all classrooms and student work areas.
- All students, parents/caregivers sign a copy of the Acceptable Use Agreement.
- Information is provided to the school community via the website, newsletters and information sessions.
- Student internet access at school will be done under supervision and browsing the internet must relate to classroom activities.
- Students will be using a variety of tools to create, communicate and collaborate in educationally relevant ways.
- Only appropriate search engines designed for students will be encouraged.
- Students will be aware of copyright rules.
- All classes will have an e-mail address and students in Year 5 and 6 will have an individual email address.
- The internet, Gmail and Google facilities are not to be used for any illegal or inappropriate use or as a means of harassment. Messages and web pages must not contain content that may be considered offensive or disruptive – but provide a means of communication between students and staff and the community.
- Electronic communication must not be constructed so that it appears to be from someone else.
- Obtaining access to the files or electronic mail of others is not permitted.
- On-line conferences or discussion groups must be relevant and used for school purposes or professional development.
- Permission must be given to download or open large files. This will ensure the performance of others is not adversely affected.
- Using a digital device is to be done in a safe, responsible and ethical manner. Students will protect the privacy of themselves, other students and teachers and seek permission before taking photos, recording sound or videos. Permission must also be sought before uploading to any online space.
- Images taken are to be used as tools for learning.
- Breaches of the above agreements are managed and documented by classroom teachers and a member of leadership and anyone who fails to observe these guidelines will have the use of these facilities suspended or given a consequence leadership deems fit.

Expectations of Staff:
- Staff will provide explicit education throughout the year around the safe and ethical use of the internet and digital technologies.
- Staff must make sure that students are following the eSmart policy, report any breaches and follow through with consequences as required.
- Staff must not photograph and post images of other students or staff online without permission.
- Staff should be aware of Privacy and Copyright legislation as it applies to education.

Expectations of Students:
- Students must follow the eSmart policy.
- Students must not photograph and post images of other students or staff online without permission.
- Students are encouraged to report any incidents of cyber bullying or inappropriate use of technology that they become aware of.
- Students should report any such matters to both parents and school staff.

Expectations of Parents:
- Parents are expected to be familiar with our school eSmart policy.
- Parents should report any incidents of cyber bullying or inappropriate use of technology that they become aware of to the school
- Parents/Families must not photograph or post images of other students or staff online without permission.

Evaluation:
This document will be subject to an annual review undertaken by the Holy Eucharist eSmart Committee, Principal and Deputy Principal.

Resources:
- eSmart School Program- The Alannah and Madeline Foundation
www.education.vic.gov.au/studentlearning/elearning
- Cybersmart Program- Australian Communications and Media Authority www.acma.gov.au and www.cybersmartkids.com.au

Staff Members Involved:
Allison Borg, Julie Murnane, Julie Semcesen

Ratified: August 2016
Reviewed: November 2017

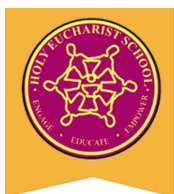# Holy Eucharist Catholic Primary School
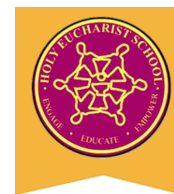# ICT CODE OF CONDUCT- Years P-6

- We always keep food and drink away from computers and digital tools.

- We treat all ICT equipment with respect.

- We share the computer and take turns.

- Carry all ICT equipment carefully and make sure you only walk with it.

- Ask for help from a teacher or another student if needed.

- Save your work under your own folder/drive and do not access other students' files.

- Keep passwords a secret.

- Remember to log on and off under your class or personal username. Eg. 5s

- Use appropriate language and follow ICT rules when online.

- Report any form of cyberbullying to your teacher or an adult immediately.

- Respect other people's feelings when communicating on the Internet.

- Only download/ play appropriate programs or materials with the permission of the teacher.

- Personal files on USB's are not to be installed on school computers.

- Any inappropriate material should be reported to the teacher immediately.

- Remember to cite/reference websites that you have used for information and pictures.

- Remember that it is a privilege to be able to use ICT equipment at Holy Eucharist

Before You...

THINK

T = Is it True?

H = Is it Helpful?

I = Is it Inspiring?

N = Is it Necessary?

K = Is it Kind?

Holy Eucharist Catholic Primary School

ICT STUDENT AGREEMENT- Years P-6 (2016)

Student's Name: ……………………………………………. Grade: …………………………………

Access to **Information & Communication Technology** at Holy Eucharist Primary School is provided to promote educational excellence, through resource sharing and communication. Students may only use the internet with teacher permission and for educational activities. Internet access is also screened by the Catholic Education Office Melbourne, through **Information & Communication Technology** tools such as ICON: Catholic Online Network System and GAFE: Google Apps for Education, which aim to ensure that inappropriate sites are avoided.
Holy Eucharist Primary School, reserves the right to review any material in user accounts or file server space, in order to monitor appropriate use of the network.

School Digital Tools & Computer Network
- I will take care with all digital tools and computer equipment belonging to the school.
- I will not change any settings on digital tools and computers.
- I will not disclose passwords or try to gain access to other users' work.

Cyber Safety Using Digital Tools & Internet
- I may only use digital tools & the Internet with the supervision and permission of my teacher.
- I agree to use digital tools & the Internet in a responsible manner.
- I will report any breaches of security to the teacher.
- I will use resources wisely and be responsible when printing out information.
- I understand that my use of the Internet will be monitored at school.

Cyber Safety Using Email & Electronic Communication
- I may only use email & electronic communication with the supervision and permission of my teacher.
- I will ensure that all email & electronic communication that I send will contain appropriate language.
- I will not give out personal information, including my surname, address, telephone number and family details.
- I understand that my use of email & electronic communication will be monitored at school.
- I will not use my school Gmail account to sign up for YouTube, Facebook, Instagram, Twitter, Music.ly, Snapchat or any other social media.
- I will not take photos or videos of other students or staff and post them online.
- I acknowledge that my child's photograph, work or video footage may be published with discretion as deemed appropriate by the school. I understand that at no time, will children's surname or personal details be given out. I have read and discussed these guidelines with my child.

Parent's name …………………………………

Parent's signature……………………………… Date………………..

I agree to abide by these rules and understand the consequences of misuse.

Child's signature……………………………….. Date…………………

Consequences for misuse will be in conjunction with the consequences outlined in Holy Eucharist Primary School Discipline Policy and may include suspension of ICT equipment at school for a period of time.

Please refer to our school's Privacy Policy and its Appendix 2 Standard Collection Notice on our school website for more information.