



eSmart Cyber Safety Policy 2022

PURPOSE

Healesville Primary School recognises the importance of Digital Technologies (DigiTech) in preparing students for the world around them. Healesville Primary School acknowledges that the effective and safe use of technology relies upon the development of responsible cyber-citizenship, and is committed to being an eSmart school. Healesville Primary School believes that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught when linked to the school's values –Respect, Community, Confident, Learning in partnership with parents/guardians.

To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to follow the Healesville Primary School Acceptable Use Agreement developed in conjunction with students at our school. Safe and responsible behaviour is explicitly taught at our school and we request that parents/carers discuss and reinforce this behaviour at home.

GUIDELINES

Healesville Primary School is an accredited Alannah and Madeline Foundation eSmart School and works actively to maintain accreditation using the eSmart System Tool.

POLICY

School Practices

- Healesville Primary School supports the smart, safe and responsible use of digital technologies
- The Student Engagement and Wellbeing Policy, Student Code of Conduct and Digital Technologies Policy are in place and clearly outline the values and expected behaviours of the school
- Use a secure internet based 'cloud' service to store and share student work that is approved by the Department of Education
- During Digital Technologies all students to be made aware of the Internet and Digital Technologies Policy for school practices that aim to keep students safe at Healesville Primary School (Acceptable Use Agreements)
- All staff to read the Digital Technologies for school practices that aim to keep students safe at Healesville Primary School
- Students' full names are never to be placed in an online environment, students will only be referred to by their first name and last initial
- Images of students will only be uploaded where parental permission has been obtained

Use Agreements

- Students and parents/guardians will be required to sign the Student Internet Use Agreement before students are permitted to access the school network, internet and ICT resources.
- These will be re-issued annually to ensure students and parents are aware of their responsibilities (see Digital Technology Policy)
- A copy of the Student Internet Use Agreement will be displayed in all classrooms

Education

Whole School

- The STEM teacher will provide the school community with education regarding cyber safety on a regular basis through the school Newsletter
- Cyber safety will be regularly promoted to the school community through school newsletters, presentations at assembly and information sessions
- The Cyber Safety Program is reinforced across the whole school led by the Digital Technology Team
- It is the responsibility of all staff at Healesville Primary School to promote and educate the students to become safe digital citizens

Students

- Students are explicitly taught Cyber Safety skills and strategies through their classroom teacher
- Students are educated about the Student Code of Conduct, Engagement and Wellbeing Policy and the Acceptable Use Agreements at the beginning of each school year, or once enrolled at Healesville Primary School
- Students in Years 3 to 6 will follow the **eSmart CPR** acronym
 - **Communicate** - I will **communicate respectfully** by
 - ✓ stopping and thinking to check that what I write or post is polite and respectful
 - ✓ being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
 - ✓ working to stop bullying. I don't send mean or bullying messages or pass them on to others
 - **Protect** - I will **protect personal information** by:
 - ✓ being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online ✓ protecting my friends' information in the same way
 - ✓ protecting my passwords and not sharing them with anyone except my parents
 - ✓ only ever joining online spaces with my parents or teacher's guidance and permission
 - ✓ never answering questions online that ask for my personal information
 - **Respect** - I will **respect myself and others** by thinking about my actions:
 - ✓ use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
 - ✓ speak to a trusted adult if I see something that makes me feel upset or if I need help
 - ✓ speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
 - ✓ don't deliberately search for something rude or violent
 - ✓ turn off the monitor if I see something I don't like and tell a trusted adult
 - ✓ create and present my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator
 - ✓ being careful with the equipment I use

Students in Years Foundation to 2 will follow the THINK acronym:

- o **Tell Someone**
 - ✓ Tell a trusted adult (Mum, Dad, teacher) if you see something that upsets you or if someone online makes you unhappy
- o **Hide your password**
 - ✓ Only tell your Mum, Dad or trusted teacher
 - ✓ If someone else asks me what my password is, do not tell them
- o **Interesting websites**
 - ✓ Interesting websites can be fun. Ask Mum or Dad if a site is ok to use
 - ✓ Only use websites that are appropriate for my age
 - ✓ Only use the internet when a teacher is with me in the classroom
 - ✓ Only use the internet to complete work set by my teacher
 - ✓ Turn the monitor off if I see something that makes me feel uncomfortable and tell the teacher
- o **Name calling**
 - ✓ Name calling or being mean online is not cool – we call it Cyberbullying
 - ✓ Be nice when communicating online
 - ✓ Look out for yourself and others
 - ✓ Speak to a trusted adult if someone is unkind to me or my friends
- o **Keep your personal information safe**
 - ✓ Don't give your real name, address or phone number to anyone you don't know in the real world
 - ✓ Use a nickname online

Parents

- Parents are encouraged to support the school in encouraging responsible communication using ICT equipment/devices at school and at home
- Parents are asked to discuss the Acceptable Use Agreement with their child/children and explain why it is important
- Support the school's cyber-safety program by emphasising to their child the need to follow cyber-safety strategies and sign the Acceptable Use Agreement,
- Contact the Digital Technologies Leader or a teacher to discuss any questions or concerns they may have about cyber-safety and/or the Acceptable Use Agreement.

Teachers

- Teachers will plan and implement cyber safety lessons that outline the User Agreement and Breaches of the Agreement
- Cyber safety will continue to be reinforced and taught throughout the year by the classroom teacher
- Teachers will ensure new students and their parents understand the school's Acceptable Use Agreement and will teach new students the school's values.
- The Digital Technologies Leader will ensure new staff are aware of the school's practices and procedures in all areas of cyber safety
- All teachers must report any cyber incidences or breaches of the Acceptable Use Agreement to the Digital Technologies Leader and follow the whole school procedures

Breaches to the User Agreement and Cyber Incidents Reporting

- Parents/guardians will be notified and expected to meet with relevant school staff if their child is involved in any incidents of cyberbullying or breaches of the Acceptable Use Agreement
- All staff must follow the Healesville Primary School Responding to Cyber Incidents Procedures (Appendix B and C) when responding to a report
- The Digital Technologies Leader collects and monitors data relating to incidents
- Scoresby Primary School will provide an anonymous means of reporting Cyber Incidents on the school website
 - Information on when to use this procedure will be made available to the school community via the newsletter and to the students via the classroom teacher
 - The monitoring of the reported incidents is completed by the Digital Technologies Leader

This Policy works in conjunction with:

1. HPS Child Safety Policy
2. HPS Child Safety Code of Conduct
3. Student Engagement and Wellbeing Policy
4. Bullying Prevention Policy
5. The Student Code of Conduct
6. Acceptable Use Agreements F- 2 and 3 -6
7. Digital Technologies Policy

EVALUATION

The Policy Sub Committee and Healesville Primary School staff will review the effectiveness of the school's E-Smart Policy on a cyclical basis in accordance with DET guidelines.