



Chilwell Primary School

No.2061

"Learning for Life"

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POLICY: CYBERSMART

1. Rationale

Chilwell Primary School embraces the presence and use of Information and Communication Technologies (ICT) as an integral part of the learning environment. However, the use of ICT must be complemented by clearly articulated roles, responsibilities and expectations of those who use the technology. The CyberSmart policy seeks to ensure the smart, safe and responsible use of ICT within the Chilwell school community,

Definitions

Cybersmart - the way in which users behave responsibly online to keep themselves and their friends safe. It incorporates the safe and desirable use of the internet, ICT equipment and devices. It is being proactive about cyberbullying, being aware of our digital footprint and how to behave appropriately and respectfully online.

Cyberbullying – direct verbal or indirect bullying behaviours using digital technologies.

(Sourced from www.education.vic.gov.au/school/principals/spag/safety/Pages/bullying.aspx)

2. Aims

- To ensure students, staff and parents are aware of their roles and shared responsibilities in relation to cyber safety and appropriate online behaviours.
- To develop the skills, knowledge, attitudes and behaviours required of students, staff and parents to participate and function safely and responsibly online.
- Incorporate technologies into the classroom that model safe and respectful online practises and behaviours.
- To educate our students about acceptable, responsible and safe communication online, emphasising a zero tolerance to cyberbullying.

3. Implementation

Chilwell Primary School promotes partnerships between all members of the school community in adhering to this policy. Our approach to being cybersmart aligns with our school values. It is supported by our eSmart accreditation, *ICT Acceptable Use Agreement (AUA)*, the 'You Can Do It' program, the Student Engagement and Well-Being Policy, and our Privacy Policy.

4. Prevention

- The school is responsible for implementing appropriate programs and strategies that promote positive online behaviours and cybersafe practices and expects our community to support this. This will be achieved through a range of classroom-based online student learning and continuous professional learning for staff. Parent education opportunities will be utilised such as eSmart initiatives, Connect Ed Online Program, accessing Cybersafety experts, promoting cybersafe websites, support materials and publishing relevant information via the school website, school newsletter and Skoolbag App.
- All staff, students and parents are responsible for acting in accordance with the school's annual ICT Acceptable Use Agreement, and to work in partnership to ensure the safe and productive use of ICT.
- The school has the authority to monitor, access and review all school-based ICT usage by students, staff and parents. This includes emails sent and received on the school's computers and/or network

facilities. The school has the authority to audit, at any time, any material located on equipment that is owned or leased by the school, or the school's network.

- Chilwell Primary School's Privacy Policy will support this policy.

5. Intervention

- Students, staff and parents will be advised to report any breaches of the Acceptable Use Agreement or incidents of cyberbullying activity to a staff member,
- Any incidences or allegations of behaviour that are in apparent breach of Chilwell's Acceptable Use Agreement will be thoroughly investigated by the school.
- Significant breaches made by, or involving, students will result in the school notifying the parents of those students.
- Where a breach is deemed to be extremely serious, DET's Conduct and Ethics branch may be contacted.
- The school's response to alleged breaches will involve dialogue with the person(s) who have allegedly committed the breach, and any person(s) harmed as a result of the alleged breach. This dialogue may result in subsequent action and/or user agreement privileges being reviewed.
- All actions and responses taken and proposed will be documented, and all persons involved will be informed.
- The school's response will also consider the 'Inappropriate Use and Consequences' guidelines devised (and revised annually) by Year 6 ICT leaders and staff.
- The progress and well-being of any student involved in breaches will be monitored and evaluated in line with our Student Engagement & Well-Being Policy.
- Where cyberbullying has been identified, counselling and support may be offered, as determined by the school.

6. Review

Due to the rapid evolution of ICT, regular evaluation and updating of this policy will occur when required, or annually at a minimum.

This policy was ratified by School Council – August 2017.

Review: Annually

Reference: DET – <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx>

Supporting documents:

- Acceptable Use Agreement
- Student Engagement and Welfare Policy
- Privacy Policy
- You Can Do It framework
- ICT Inappropriate Use and Consequences guidelines

Useful websites:

DET: <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/olconsent.aspx>

eSmart: <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/esmart.aspx>

Acma: <http://www.cybersmart.gov.au/parents.aspx>

Help button: http://www.communications.gov.au/online_safety_and_security/cybersafetyhelpbutton_download

Policy Adapted and modified with permission from Hartwell Primary School's Cybersafety Policy

Acceptable Use Agreement (AUA)

(Adapted from <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolconsent.aspx>)

School profile statement

Chilwell Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home. The school profile statement should focus on programs and procedures that are in place to support safe and responsible uses of digital technologies. This statement can define how the school demonstrates their duty of care for students working in online spaces.

Educational Rationale: At Chilwell Primary School we...

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies embedded into our classroom teaching and specialist subjects
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- See: Duty of Care and Supervision
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
- Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- iParent | Office of the Children's eSafety Commissioner (<https://www.esafety.gov.au/education-resources/iparent>)
- Offer a BYOD iPad program in years 3-6
- Supply and use up to 6 iPads per classroom and 6-8 desktop or Laptops per classroom
- Invest in Teacher Professional Learning to support the integration of ICT devices
- Support the rights of all members of the school community to engage in a safe, inclusive and supportive learning environment.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for a clear educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Inappropriate use of technology will be handled either by the school or with the police depending on their severity.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement via the school website and Skoolbag App.

- A list and description of the online services students are using, with a description of the provider's approach to managing students' personal information and data when using those digital tools can be found in the front foyer of the school (in process of collecting data from various online Service Providers)

Safe and responsible behaviour

Chilwell Primary School is pleased to offer students access to the internet and electronic mail (email) facilities. We strongly believe in the educational value of these electronic online services and recognise their potential to support student learning. Chilwell Primary School will make every effort to protect students from any misuses or abuses using telecommunications. We have local and department filters on our internet provider and email domain. Some materials found on the internet may contain some items that are unsuitable; however we believe that the positive opportunities for students will exceed any disadvantages students may face in using the internet or accessing email.

The responsibility for setting and conveying standards is a joint responsibility with families and the school. We believe that access is a privilege - not a right as access involves responsibility. Please discuss the following guidelines for using the internet and email with your child and sign where indicated.

This document is to be used in conjunction with Chilwell Primary School's other policies and documents such as:

- Student Engagement & Well Being Policy
- Cybersmart Policy
- Privacy Policy
- You Can Do It! Framework
- eSmart framework
- Allannah & Madeline Foundation supporting material used within the school
- DET guidelines
- - ICT Inappropriate Use and Consequences guidelines

(Print the following pages back to back and collect signatures from students and parents/guardians.)

CHILWELL PRIMARY SCHOOL - DIGITAL TECHNOLOGY

Acceptable Use Agreement (AUA): Students Grades 3 to 6

This section describes standard expected behaviours when using digital technologies. It is recommended that teachers work through the behaviours with students before the AUA is sent home for parent discussion and agreement.

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking 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 feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **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.

This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online.

This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- 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 or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.



Chilwell Primary School Consequences of Inappropriate behaviour 2018

All community members of Chilwell Primary School are expected to behave responsibly and safely when using any form of ICT - online or equipment. In the event of inappropriate use or inappropriate behaviour, our Year 6 ICT committees since 2014 have brainstormed a list of examples and a range of 'Possible Consequences'. We hope that we will not have to implement them but just in case, we have thought and planned for that. This document is to be used in conjunction with our **CyberSmart Policy** to assist Chilwell Primary School Staff, parents and students to implement and continue to manage a safe digital learning environment at school and home.

LEVELS	Examples of inappropriate behaviour	Range of "Possible Consequences"
Level 5	<p>Criminal offence. Wilful damage to property/resources/equipment (including laptops and iPads) Major theft (e.g. Laptop/iPad theft) Serious wilful interference with school network Vandalism or wilful damage to property, resources equipment Using other people's accounts/hacking.</p>	<p>Principal/AP discussion & consequences Suspension from Chilwell Primary School Referral to police Parental interview Payment for damage by family Removal of access to school network and ICT privileges In-school suspension.</p>
Level 4	<p>Accessing, storing or transmitting indecent/offensive material (e.g. Sending offensive emails) Theft (including identity theft) Bullying/harassment (e.g. Using electronic device to bully, harass others) Plagiarism/copyright infringement Intellectual property infringement Deleting/playing with other people's apps</p>	<p>AP/Principal/Team leader Suspension from Chilwell Primary School Parent notified Note on Student File Parental interview Payment for damage Removal of access to school network Other consequences to be decided by Prin/AP Temporary ban from technology</p>
Level 3	<p>Consistently careless use of an electronic device Failure to comply with expectations regarding acceptable use of electronic devices Deliberate inappropriate use of resources / facilities equipment (eg: deleting someone else's folder or work on purpose) Forgery-false representation (pretending to be someone else online) Blackmailing people to delete things Accessing, storing or transmitting inappropriate material</p>	<p>AP/Principal/Team leader Parental Interview and notification Restorative Conversation Sent to Team Leader/AP/Principal Note on Student File and diary Confiscation of device for the rest of the day P-1-2's must have a restorative conversation 3-4's must write out what they did wrong 5-6's must talk to their parents and Principal about the issue Make an apology to the grade if appropriate</p>
Level 2	<p>Reckless and/or dangerous behaviour Interfering with another student's device Sending nuisance emails Unauthorised software on device Using a recording device inappropriately Careless treatment of an electronic device Unauthorised use of the Internet Inappropriate use of iPad or device Purposely damaging other devices Viewing inappropriate material. Unsupervised use of laptop or desktop computer outside of class time.</p>	<p>Program leader/Tutorial /Classroom teacher Phone call to parent/guardian Written or verbal apology Meeting Teacher Restorative conversation Note in student diary Confiscation of device for the rest of the day P-1-2's must turn off their device and the teacher must determine a consequence. 3-4's possible suspension of internet/ ICT. 5-6's note in student diary and must be signed by parent/guardian. Suspension of personal device for teacher to discuss how long. If pupil does not have a personal device suspension from school devices.</p>
Level 1	<p>Playing games on electronic device during class time. Careless use of resources / equipment Not on the write app, emailing or using technology for any purpose other than what was prescribed by the teacher Listening to music without permission Using electronic device without permission Using a different application to teacher direction Messaging people in class. Constant notifications during class.</p>	<p>Subject teacher/staff member Verbal correction or reminder Move seat in classroom Note in student diary Verbal or written apology Recess or lunchtime discussion with teacher Confiscation of headphones Restorative conversation Confiscation of device for remainder of session or all day (for teacher to decide) P-1-2's must say a verbal apology 3-4's must write a written apology and explain issue 5-6's must walk 15 minutes with teacher at playtime</p>



Student Declaration – (please return to your Classroom teacher)

Name : _____ Class: _____ Date: _____

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times I will use this knowledge at school and everywhere I use digital technologies.

This means:	(Please tick Yes or No)	Yes	No
I am aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.			
I protect my friends' information in the same way			
I protect my passwords and not share it with others.			
I only join a shared space online with my parent or teacher's guidance and permission.			
I never answer questions online that ask for my personal information.			
I think about what I share online.			
I speak to a trusted adult if I see something that makes me feel uncomfortable or if I need help			
I do not deliberately searching for something rude, violent or inappropriate			
I understand and will follow the guidelines outlined.			
I understand that access to the internet and email facilities is a privilege. Inappropriate use will result in loss of that privilege, just like breaking any other school rule			
If I am unsure about any aspects of ICT, I will ask a teacher first so that I am safe.			
I will be polite, be a good digital citizen, contribute in a positive manner and look after my peers.			
I will be responsible on-line as I am representing Chilwell Primary School, myself and my family.			
Let your teachers or parent/guardian know if anyone is asking for personal information online.			
I will not access media that falls outside the School's policies			
I will handle ICT devices with care and notifying a teacher of any damage or attention required			
I understand the Consequences of Inappropriate Behaviour and Unacceptable User Agreement			
I have discussed this with my parents/guardians and they understand the policies and guidelines we are using at school			

Student Signature: _____ Name: _____ Class: _____

Parent Signature: _____ Name: _____ Date: __/__/2018

BringIT2Chilwell iPad Program: Please visit www.chilwellps.vic.edu.au for more information

We have chosen to participate in the BringIT2Chilwell BYOD iPad program. We have read the school's website about the program. We understand and agree to comply with the terms of Acceptable Use Agreement and expected standards of behaviour set out within this agreement when using the schools ICT equipment and/or my own iPad while engaged in a school based activity (at school, on an excursion, camp, homework, etc).

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately. I understand that I am responsible for the device during transport to and from school, while at school, on school excursions and camps etc.

Student Signature: _____ Name: _____ Class: _____

Parent Signature: _____ Name: _____ Date: __/__/2018