



# Menziess Creek Primary School

## eSmart Policy

June 2013, endorsed by School Council 18<sup>th</sup> June 2013.

### **Rationale**

Menziess Creek Primary School (MCPS) recognises the importance of Information Communication Technologies (ICT) in preparing students for their future and being fully engaged in their present. Therefore ICT is an integral part of the curriculum. We want our students and the wider school community to be confident and safe using this technology. Our school will be an eSmart school and will promote cyber smart practices.

We believe that explicitly teaching students safe, responsible and ethical online behaviours is essential and is best taught in partnership with the wider community.

### **Objectives**

Being a CyberSmart school will improve student understanding of how the choices they make online will have consequences. MCPS aims to teach students how to ensure these consequences are positive rather than negative.

The school would like our students and the wider community to:

- Have a common understanding of the definitions of the key terms (*See Attachment 1*)
- Be confident in their understanding and expertise regarding the internet
- Know what cyberbullying and unacceptable online behaviours are
- Know the actions to take when they encounter something online that upsets them
- Know and follow school procedures for bringing and using technology
- Understand and follow the school's *Internet Acceptable Use Policy (See Attachment 2)*
- To know that online behaviours and choices impact every aspect of their life
- Know what constitutes personal information and whether it should be shared online
- Understand online legalities (eg. digital copyright and online privacy)

## **Implementation**

### **Classroom/School Expectations:**

- restricting students only use digital content that's not copyrighted or appropriately acknowledge the owner of the material
- explicitly teach and regularly practice using the internet for a range of purposes (eg. research, communication, games)
- teach students what unacceptable online behaviours are and to evaluate whether online behaviours are positive or negative
- Explicitly teach the Australian Government CyberSafety steps of Ignore, Tell and Keep Evidence
- Ensure every student has a Trust Club of adults they can talk to when something online upsets them
- Ensure students are aware of the school's procedures for bringing technologies from home
- Have all students sign the school's Internet Acceptable Use Policy before they can access the web
- To teach CyberSmart practices from Foundation to Year 6 (See MCPS CyberSmart Scope and Sequence)

### **Family/Community Expectations:**

- support the school in teaching students about all aspects of being CyberSmart
- where possible allow students time to explore and gain confidence in using the web
- ensure children follow the school's *Bringing Technology from Home Policy (See attachment 2)*
- support what the school is trying to teach by monitoring internet use at home
- Read the parent information on the Government's CyberSmart Website ([www.cybersmart.gov.au](http://www.cybersmart.gov.au))
- Know who is in your child's Trust Club
- Encourage your child to share their online passwords with you (for their own safety)

**Review date:** Every two years or with Department of Education and Early Childhood Development (DEECD) policy change or recommendation.

# M.C.P.S. Definition of Key Terms

## **CyberSmart**

Choosing behaviours online that are safe, responsible, ethical and not harmful to others

## **Cybersafe**

Online behaviours that ensure we are safe

## **CyberBullying**

Occurs when technology is used to deliberately and sometimes repeatedly engage in hostile behaviour to harm someone.

## **Netiquette**

Etiquette on the net, which means using respect and treating people online the same as you would face to face.

## **Cyber**

The virtual world in which we communicate with others (eg. the internet, SMS, instant messaging)

## **Technology**

Devices and equipment used to access the cyber world (eg. computers, laptops, netbooks, iPads, iPods, Nintendo DS, tablets, mobile phones, game consoles, eReaders)

## **Trust Club**

A group of 4 adults that students feel they can trust to help them with online problems and to keep them safe

## **Appropriate**

Games/websites etc that have an official rating, must be G-Rated.

Where there is no rating appropriateness will be up to staff discretion (some examples of inappropriate content are any level of violence, swearing, sexual content (implied or explicit)).



# Menzie's Creek Primary School

## Bringing Technology from Home Policy

June 2013, endorsed by School Council 18<sup>th</sup> June 2013.

Menzie's Creek Primary School (M.C.P.S) recognises the importance of bringing technologies from home to support learning. The school also recognises the need to ensure this is done in a safe and responsible way.

When bringing technology from home, all students will follow these rules.

- All technologies brought to school are the responsibility of the student's and their family. The school will take no responsibility for lost, stolen or damaged items.
- All mobile phones are to be given to the Principal or Bursar prior to the beginning of the school day, to be stored safely
- Families are responsible for ensuring all content on these technologies is appropriate for school and follows the school's CyberSmart guidelines.
- Students will not be allowed to use technologies brought to school by other students.