Gippsland Grammar

eSmart Policy

1. Preamble

1.1 Purpose

Gippsland Grammar recognises the importance of Information Communication Technology (ICT) in preparing students for the world around them and believes ICT is an integral part of the curriculum. We want our students to be confident, effective and safe using technology. As an eSmart school we will promote Cybersafety in our school community and explicitly teach our students about safe and responsible online behaviors in partnership with parents/guardians.

1.2 Scope

This policy applies across our School

1.3 Related Policies and Procedures/Protocols

Gippsland Grammar Guidelines for Professional Behaviour

ICT Acceptable Use Agreement Primary & Secondary versions (Appendix 1)

Social Media Policy

Bullying and Harassment Policy

Building Respectful Relationships Policy

Student Behaviour Management Policy

2. Definitions

eSmart School - an eSmart school is a school where the smart, safe and responsible use of information and communications technology is a cultural norm. Students, teachers and the wider school community are equipped to embrace the best these technologies can offer, use them in an educational context, while being savvy about the pitfalls.

Cyber bullying – is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

ICT Equipment/devices – in this policy includes, but is not limited to, computers, laptops, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking or social media sites and any other technologies as they come into use.

Cybersafety – refers to the safe and responsible use of the internet and ICT equipment/devices.

3. Procedures

3.1 All staff new to the school will be introduced to our eSmart policy and responsibilities as part of our induction process.

3.2 Each year staff will be briefed of any changes or updates to relevant eSmart information.

3.3 All students will undertake a Cyber safe program and will be required with their parents to sign an Acceptable Use Agreement before they are given access to their school login details. This agreement will then be completed each year by students and parents.

3.4 The school community will be provided with Cybersafety information on a regular basis and during Year 7 Orientation programs, parents will be shown how to access our Digital Citizenship Libguide for information and relevant website links. At Parent Information Evenings, information on Cybersafety and good digital citizenship will be included in the parent briefings.

3.6 All school devices used by students will have access to the **BIG RED BUTTON** (Cybersafety help) When a user accesses the downloaded Cybersafety Help Button while connected to the internet, it will open the cybersafety help and advice page which provides direct links to:

- Kids Help Line professional counselling services
- the pages for reporting abuse pages and the safety centres of social networking sites including Facebook, Formspring and Twitter, and online game sites including Moshi Monsters, Nintendo and Xbox
- ☐Scam Watch to report online scams and fraud
- The Australian Communications and Media Authority and the Australian Federal Police to report inappropriate online content or unwanted contact
- Cybersafety information websites, including Cybersmart and Stay Smart Online

3.7 Students in Year 7 will participate in a digital citizenship program, with a focus on being safe online during their first few weeks of school prior to being given their laptops. Both Junior campuses also focus on different programs which are age appropriate for their students.

3.8 Safe and responsible behaviour will be explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home.

3.9 eSmart articles and events will be shared in our School newsletter on a regular basis

3.10 Students are advised to report an incident if
- They feel that the welfare of other students at the school is being threatened

- They have experienced an incident of cyberbullying

- They come across sites which are not suitable for their school

- Someone writes something which they don't like, or makes them and their friends feel uncomfortable

- If someone asks them to provide information online which they know is private and should not be shared in this way

- They accidently do something which goes against the behaviours and responsibilities which they agreed to in our ICT Acceptable Use Agreement

3.11 Breaches of the ICT user agreement
- All incidents of cyberbullying and breaches of the ICT user agreement must be referred to the Principal/Head of Campus
- All incidents will be referred to the ICT Department for investigation and recorded in a register maintained by the school.
- The Head of Campus and relevant staff will determine action taken for breaches of the agreement using procedures in the Student Behaviour Management policy and also the Building Respectful Relationships document to determine an appropriate course of action.
- Actions will include loss of computer privileges for a length of time as decided appropriate.

Review
This policy will be reviewed by the eSmart committee every 3 years.

4   Acknowledgements
eSmart Schools Program website www.education.vic.gov.au/studentlearning/elearning

Cybersmart program – Australian Communications and Media Authority www.acma.gov.au and www.cybersmartkids.com.au
Appendix 1

Responsible Use of ICT- Junior School Students

Part A: Introduction

1.   Purpose

Gippsland Grammar recognises that electronic information and communication skills are essential knowledge for all members of our society and as future employees/employers.

The electronic communication and information resources of Gippsland Grammar are made available to enhance the educational experiences of students and to provide staff with the tools necessary to implement and enhance the school's educational program. Electronic communication systems include Internet, Portal, email, software and related applications. The purpose of this document is to provide a set of guidelines on the utilisation of these resources.

2.   Access

Gippsland Grammar provides access to information and communication technology resources for students as part of their courses.

Gippsland Grammar recognises the need for students to be safe and responsible users of digital technologies. We understand that teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. Parents and/or guardians should work with us and encourage this behaviour at home.

Our school has cybersafety practices and policies in place, which include Responsible Use of ICT agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a technology/cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations; to support this, the school will work within the eSmart Schools framework. This Responsible Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a user agreement and once signed consent has been returned to School, students will be able to use the School ICT equipment/devices. This should be completed when the student is assigned a Netbook Computer in Years 5 & 6.

At Gippsland Grammar we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.

- Have a Student Behaviour Management Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.

- Educate our students to be safe and responsible users of digital technologies.

- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.

- Supervise students when using digital technologies for 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.

- Know that some online activities are illegal and as such we are required to report this to the police.

- Provide parents/guardians with a copy of this agreement.

- 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.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment.

There may be times where this document needs to be reviewed at a more regular frequency due to an occurrence of particular event/s or changes in legislation. These changes will be communicated through electronic means.

Part B: Student Declaration

This Responsible Use Agreement applies when I am using any digital technologies at school.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the Gippsland Grammar Student Behaviour Management Policy if I do not behave appropriately.

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Confirming that I meet the stated terms and conditions for all online material accessed; completing the required registration processes with factual responses about my personal details
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- Ensuring that when not in use my device is stored in the correct location and always left charging so that it is ready for use when required.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- Not bringing to school or downloading unauthorised programs, including games.
- Understanding that these rules also apply to any privately owned electronic device I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

Part C: Conditions of use for Netbook Computers

Ownership

- The School retains ownership of the allocated notebook at all times and it must not be removed from the school premises unless explicitly authorised by the Head of Junior School.
- Parents/guardians and students should be aware that files stored on the device, or on the School's server, are not private.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported by the student immediately to their class teacher.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

Standards for device

The student is responsible for:

- Adhering to the school's Responsible Use Agreement or Student Behaviour Management Policy at all times when using the machine.
- Not altering any settings for virus protection, spam and filtering that have been set
- Always returning their device to storage trolley and ensuring that it is on charge.

Definition of Digital Technologies

This Responsible Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices
- Portable Electronic Devices
- Email and instant messaging
- Internet and Intranet
- Social networking sites
- Video and photo sharing websites/podcasts/vodcasts etc
- Blogs, Forums, discussion boards and groups
- Wikis

Please sign and return this page to your Class Teacher

Section for student

My responsibilities include:

- ☐   I will read this Responsible Use agreement carefully
- ☐   I will follow the cybersafety rules and instructions whenever I use the school's ICT systems and equipment
- ☐   I will also follow the Responsible Use rules whenever I use any electronic device on the school site or with required permissions at any school-related activity, regardless of its location
- ☐   I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- ☐   I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- ☐   I will keep this document somewhere safe so I can refer to it in the future
- ☐   I will ask my Class Teacher if I am not sure about anything to do with this agreement.

I have read and understood my responsibilities and agree to abide by this Responsible Use agreement. I understand that any breach of these conditions may result in computer and Internet access privileges being suspended or revoked.

Name of student: ....   **Class:** ....

Signature: ....   **Date:** ....

Section for parent/guardian

My responsibilities include:

- ☐   I will read this Responsible Use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- ☐   I will ensure this use agreement is signed by my child and by me, and returned to the school
- ☐   I will encourage my child to follow the cybersafety rules and instructions
- ☐   I will contact the school if there is any aspect of this use agreement I would like to discuss

I have read this Responsible Use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of parent: ....

Signature: ....   **Date:** ....

*For further support with online issues students can call Kids Helpline on **1800 55 1800**. Parents/carers call Parentline 132289 or visit **http://www.cybersmart.gov.au/report.aspx***

This document was developed using document adapted from the Department of Education & Early Childhood Development's Acceptable use for Secondary Students Policy template, and material from www.netsafe.org.nz

Review cycle: Annually by Heads of Junior School Campuses & E-Learning Coordinators

Responsible Use of ICT and Mobile Phone Agreement – Secondary Students

Part A: Introduction

1. Purpose

Gippsland Grammar recognises that electronic information and communication skills are essential knowledge for all members of our society and as future employees/employers.

The electronic communication and information resources of Gippsland Grammar are made available to enhance the educational experiences of students and to provide staff with the tools necessary to implement and enhance the school's educational program. Electronic communication systems include Internet, Portal, email, software and related applications. The purpose of this document is to provide a set of guidelines on the utilisation of these resources.

2. Access

Gippsland Grammar provides access to information and communication technology resources for students as part of their courses.

Gippsland Grammar recognises the need for students to be safe and responsible users of digital technologies. We understand that teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. Parents and/or guardians should work with us and encourage this behaviour at home.

Our school has cybersafety practices and policies in place, which include Responsible Use of ICT agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a technology/cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations; to support this, the school will work within the eSmart Schools framework. This Responsible Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a user agreement and once signed consent has been returned to School, students will be able to use the School ICT equipment/devices. This should be completed upon enrolment, or when the student receives a Netbook Computer.

At Gippsland Grammar we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.

- Have a Student Behaviour Management Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.

- Educate our students to be safe and responsible users of digital technologies.

- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.

- Supervise students when using digital technologies for 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.

- Know that some online activities are illegal and as such we are required to report this to the police.

- Provide parents/guardians with a copy of this agreement.

- 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.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. **This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.**

There may be times where this document needs to be reviewed at a more regular frequency due to an occurrence of particular event/s or changes in legislation. These changes will be communicated through electronic means.

Part B: Student Declaration

This Responsible Use Agreement applies when I am using any digital technologies at school, at home, during school excursions, camps and co-curricular activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the Gippsland Grammar Student Behaviour Management Policy if I do not behave appropriately.

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- ☐ Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- ☐ Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- ☐ Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- ☐ Talking to a teacher if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- ☐ Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- ☐ Confirming that I meet the stated terms and conditions for all online material accessed; completing the required registration processes with factual responses about my personal details
- ☐ Handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- ☐ Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- ☐ Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- ☐ Not bringing to school or downloading unauthorised programs, including games.
- ☐ Understanding that these rules also apply to any privately owned electronic device I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- ☐ Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- ☐ Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes)
- ☐ Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- ☐ Obtaining written consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
- ☐ Ensuring that these devices are not taken on Outdoor Education programs.
- ☐ Understanding that when my mobile phone/digital device is used inappropriately there will be consequences put in place by both the teacher and Head of Year. This will usually include confiscation of the device for a period of time.

Part C: Conditions of use for Netbook Computers

Ownership

- If taken home, the student must bring portable devices fully-charged to School every day.
- The School retains ownership of the device until the student completes Year 11. At this time ownership of the device will be determined by the School.
- Parents/guardians and students should be aware that files stored on the device, or on the School's server, are not private.
- If the student leaves the School prior to completing Year 11 or moves to another School, interstate or overseas, the device must be returned to the school, or the final payments made to the School.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.
- Students may be required to replace lost or damaged chargers.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

Standards for device

The student is responsible for:

- Adhering to the school's Responsible Use Agreement or Student Behaviour Management Policy when using the machine, both at home and school.
- Backing up data securely.
- Maintaining settings for virus protection, spam and filtering that have been set

Definition of Digital Technologies

This Responsible Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices
- Mobile phones/Portable Electronic Devices
- Email and instant messaging
- Internet and Intranet
- Social networking sites
- Video and photo sharing websites/podcasts/vodcasts etc
- Blogs, Forums, discussion boards and groups
- Wikis

Please sign and return this page to your Mentor

Section for student

My responsibilities include:

- ☐ I will read this Responsible Use agreement carefully
- ☐ I will follow the cybersafety rules and instructions whenever I use the school's ICT
- ☐ I will also follow the Responsible Use rules whenever I use any electronic device on the school site or at any school-related activity, regardless of its location
- ☐ I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- ☐ I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
  - ☐ I will keep this document somewhere safe so I can refer to it in the future
  - ☐ I will ask my Mentor or Head of Year if I am not sure about anything to do with this agreement.
- ☐ I will advise the school of any change to my Mobile Phone number on the phone I bring to school

I have read and understood my responsibilities and agree to abide by this Responsible Use agreement. I understand that any breach of these conditions will result in computer and Internet access privileges being suspended or revoked.

Name of student: .... **Mentor Group:** ....

Signature: .... **Date:** ....

Student Mobile Phone Number: ....

Section for parent/guardian

My responsibilities include:

- ☐ I will read this Responsible Use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- ☐ I will ensure this use agreement is signed by my child and by me, and returned to the school
- ☐ I will encourage my child to follow the cybersafety rules and instructions
- ☐ I will contact the school if there is any aspect of this use agreement I would like to discuss
- ☐ I will use technology to communicate in a respectful manner in accordance with this policy.
- ☐ I will advise the school of any change to my child's Mobile Phone number.

I have read this Responsible Use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of parent: ....

Signature: .... **Date:** ....

*For further support with online issues students can call Kids Helpline on **1800 55 1800**. Parents/carers call Parentline 132289 or visit **http://www.cybersmart.gov.au/report.aspx***

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Review cycle: Annually by eSmart and/or Pastoral & Welfare Committee