**Definition:** eSmart refers the safe and appropriate use of all ICT technologies through the development of programs, policies and protocols by all users in a school.

**Rationale:**

Ballam Park Primary School has an obligation to maintain a safe physical and emotional environment for all members in the school community. This responsibility is increasingly connected to ICT. As students, teachers and parents embrace ICT and all of the benefits it offers, school must ensure all members of the community are behaving in a safe and appropriate manner and are aware of the potential dangers associated with using ICT.

**Aims:**

The school aims to have in place rigorous and effective school cyber safety practices which are directed and guided by this cyber safety policy.

Dangers when using the Internet include:

- Cyberbullying
- Accessing inappropriate content
- Contact with strangers
- Posting private information
- Using (or stealing) content owned by others eg. Images, music, videos
- Plagiarising; taking ideas or information created/owned by others without referencing their origins
- Not using critical thinking skills when using the internet- using misinformation
- Not seeking support offline when there is an issue.

This policy should be read in conjunction with the following school documents:

- Acceptable Use agreement for Year 5&6 and Year 3 & 4
- Acceptable Use Policy for DEECD ICT systems- for all staff
- BPPS Student Wellbeing and Engagement Policy
- BPPS (anti) Bullying and Cyberbullying Policy
- BPPS ICT Behaviour Management Plan
Implementation:

- All students in Year 3-6 along with their parent/carers will sign an ‘Acceptable Use Agreement’ at the beginning of each new school year. Newly students will complete the agreement on enrolment.
- Signed use agreements will be filed in a secure place, and appropriate systems devised which facilitates confirmation that particular individuals are authorised to make use of the internet and ICT devices.
- All Staff members need to monitor student use of ICT and follow the agreed guidelines if there is a breach of the agreement.
- All Staff members need to model appropriate behaviour when using ICT equipment in their day to day practice at school and outside school.
- It is strongly recommended to all staff to guard their privacy on the internet and to be aware of their digital footprint.
- All Staff members are strongly advised not to accept students, past students of school age or current school parents as friends on Facebook and other similar social networking sites.
- Use of the Internet and ICT devices/equipment by staff, students and other approved users at Ballam Park Primary School is to be limited to educational, professional development and personal usage appropriate in the school environment, as defined in individual use agreements.
- All incidents of cyberbullying including at school and outside school hours are to be reported to the leadership team.
- A cyberbullying register is maintained by the school and any incidents will be reported to parents/carers of the student(s) involved.
- Teachers need to have read the Department’s Policy and understand the requirements in using ICT equipment both at school and away from the school.
- Information about cybersafety will be provided regularly to the school community through newsletters, information sessions and the school website.
- Parents are expected to support the school in ensuring their children follow the Acceptable Use Agreement, and report any cyberbullying incidents to the school.
- The Ballam Park Primary Cybersafe Program developed from the ACMA site will be delivered to all students each year, and where appropriate cybersafety will be integrated into all other curriculum areas.
- Permission must be sought before images of any school community members are used and posted on the Internet.
- Staff must respect the copyright and licensing laws with respect to software, information and other materials retrieved from the Internet.

STAFF RESPONSIBLE FOR POLICY REVIEW / DEVELOPMENT: Maree Renowden / Mark Renouf

ENDORSED BY SCHOOL COUNCIL: 17TH SEPTEMBER 2012