

RATIONALE

Kingswood cultivates a teaching and learning environment that is flexible, caring and focused on what is best for students. To this end the internet and digital technologies offer huge potential benefits for enhancing the teaching and learning programs, motivating student interest, and individualising learning programs. Kingswood needs to plan for the safe and effective use of digital technologies in our everyday practices to prepare students for the demands of an ever-changing world and provide students with opportunities to become global citizens.

Staff using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient and enhance all teaching and learning programs.

AIMS

- To ensure our students are safe and responsible users of Information and Communication Technologies (ICT).
- To use ICT to enhance and support teaching and learning programs and prepare students with 'real life' skills.
- To ensure Kingswood Primary School complies with Department requirements when using online services.
- For the school community to work together to provide a safe and secure learning environment for all students.

IMPLEMENTATION

- Students, parents and staff will be made aware of and use available ICT teaching and learning resources in a safe, appropriate and responsible way, to improve student learning.
 - New students, parents and staff will be provided with information about the school's ICT ethos through our induction process, 1:1 BYOD Program Parent Cyber Safety sessions and parent and student ICT Use Agreements.
 - Students and staff will have opportunities to use digital technologies safely and responsibly as an integral component of our learning and teaching programs.
 - Cybersafety is an important issue that students need to be explicitly taught.
 - The school will register and progress through the eSmart framework to create a positive school culture and protect children from cyber risks. The eSmart school's framework is organised into six domains:
1. Effective school organisation
 2. School plans, policies and procedures
 3. A respectful and caring school community

eSmart Policy



4. Effective teacher practices
5. An eSmart curriculum
6. Partnerships with parents and local communities
 - Kingswood students will be adequately supervised when using ICT at school.
 - Parents/Guardians are responsible for supervising their child's use of ICT at home.
 - Primary students can bring mobile phones (to be kept in school bags and used for emergency purposes only) or other digital devices to school as long as these have been authorized by the principal of their proxy.
 - Students will only use ICT in the school and school grounds when permitted by staff and they have signed a Kingswood Primary School Student Acceptable Use Agreement and their parent/guardian has signed a parent/guardian ICT consent form.
 - Use of the school's devices and/or network to access the Internet and Internet services, including the World Wide Web, will be governed by an Acceptable Use Agreement.

STAFF EXPECTATIONS

- Staff must abide by the Acceptable Use Agreement.
- Staff are to provide explicit education around the safe and ethical use of the internet and digital technologies.
- Staff are to ensure that students adhere to the Acceptable Use Agreement. They must document any breaches, and follow through with consequences when required.
- Staff are to model and teach eSmart - Cybersafety as part of their classroom and specialist curriculum.
- Teachers are expected to act in a fashion that provides students with a positive role model for online behaviour.
- Staff are expected to report all cases of cyberbullying which come to their attention, to school leadership and record it as a chronicle in Compass.
- Staff need to be aware of Privacy Legislation. www.privacy.gov.au
- Staff also need to be aware of Copyright Legislation. www.smartcopying.edu.au

STUDENT EXPECTATIONS

- Students must follow the guidelines in the Acceptable Use Agreement.
- Students are encouraged to report any incidents of cyberbullying or inappropriate use of technology that they become aware of. Students are expected to report such matters to both parents and school staff.

PARENT EXPECTATIONS

- Parents are expected to be familiar with the school's Acceptable Use Agreement. Familiarity will enable parents to support students in adhering to the expectations set out in this document.
- It is essential that parents report any incidents of cyberbullying or unsafe cyber-behaviour that they become aware of to the school.
- Parents are expected to provide their child with a positive role model for online behaviour.

REFERENCES

- Student Engagement Policy
- Parent/Carer BYOD Program Information Handbook
- Kingswood Primary School Parent Digital Permissions
- Kingswood Primary School Parent and Student User Agreement consent
- eduGate
- eduSTAR
- ICT Professional Learning resources provide support to build educators' skills and confidence in using digital learning through structured professional learning, collaborative professional networks and through inquiry driven communities of practice, see: Professional Learning
- For more information and resources, see: Supporting Digital Learning:
- <http://www.education.vic.gov.au/school/teachers/support/Pages/digital.aspx>
- Victorian Government Schools Reference Guide 4.15, <http://www.eduweb.vic.gov.au/referenceguide/>
- Cybersmart program- Australian Communications and Media Authority www.acma.gov.au Connect-Ed www.acma.gov.au www.cybersmartkids.com.au
- eSmart School Program -The Alannah and Madeline Foundation www.education.vic.gov.au/studentlearning/elearning

EVALUATION

This policy will be reviewed as part of an annual review cycle.

Review

| Version | Edited By / Comments | Next Review |
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| Aug 2016 | Strategic, Development & Engagement Sub-Committee | Aug 2017 |
| Aug 2017 | Strategic, Development & Engagement Sub Committee | Aug 2018 |
| Aug 2018 | Strategic, Development & Engagement Sub Committee | Aug 2019 |