

Lyndale Greens Primary School

eSmart Policy

2019

Definition:

- This Policy and Agreement outlines the conditions applying to the use of all school ICT/Digital Technologies and behaviours associated with safe, responsible and ethical use of technology. Authorised users are required to comply with the Agreement.

Rationale:

- Cybersafety is an important issue for all students. By the time students complete primary school they will be educated users of ICT/Digital Technologies including social media tools.

Aims:

- The school's aim is to provide an educative environment by establishing an eSmart culture which is in keeping with the values of the school, legislative and professional obligations, and the community's expectation. Within this context, the objective of this Policy and Agreement is to ensure the smart, safe, responsible use of ICT/Digital Technologies within the school community.

Implementation:

1.1 All staff At Lyndale Greens Primary School:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Support the Student Engagement & Wellbeing 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 the school's **Acceptable Use Agreement** as needed.
- 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.

¹ This policy will be reviewed by the School Council in 2021

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1.2 Breach of Acceptable Use Agreement

Breaches of the Acceptable Use Agreement can undermine the values of the school and the safety of the eLearning environment, especially when ICT/Digital Technologies is used to facilitate misconduct. Such a breach which is deemed by the school to be harmful to the safety of the school may possibly result in serious disciplinary action such as

1. Withdrawal of access to the school network and devices for a period of time.
2. Confiscation of personal devices used inappropriately throughout the school day, including on school buses, at sport, and during camps/excursions.
3. Suspension or withdrawal of enrolment in cases of serious misconduct
4. It is a criminal offence to use an ICT/Digital Technologies device to menace, harass, make threats, or offend another person. In these instances, the school may consider it appropriate to involve police.

In investigating a suspected breach of this Policy and Acceptable Use Agreement, the Authorised User agrees to promptly make the ICT/Digital Technologies equipment/device available to the school for the purpose of any investigation and/or audit and to cooperate otherwise with the school in any investigation or audit process. The terms of this Policy and Acceptable Use Agreement form part of the school's expectations for the purposes of a student's enrolment at the school and the conditions of enrolment.

1.3 User eSmart Obligations

Authorised Usage and eSmart Agreement

- As the school provides network access, the contents of the school ICT/Digital Technologies system, including the school Intranet and email messages, remain the property of the school. The school has the capacity to monitor and control the system and reserves the right to monitor individual usage and report, where necessary, any indications of misconduct or prohibited use.
- All users, whether or not they make use of network facilities and communication technologies on school owned or personal ICT/Digital Technologies equipment/devices, will be issued with this Acceptable Use Agreement. The document should be read carefully with the Student Commitment page signed and returned to your student's Learning Advisor.
- The school's ICT/Digital Technologies, including network facilities, communication technologies, eLearning tools and ICT/Digital Technologies equipment/devices cannot be used until the Student Commitment page of this Acceptable Use Agreement has been signed and returned to your student's Learning Advisor. Signed Agreements will be filed in a secure place.
- It is recommended that authorised users keep the eSmart Policy and Acceptable Use Agreement for reference. If necessary, a replacement copy will be supplied upon request.
- The school encourages anyone with a query about the eSmart Policy and/or Acceptable Use Agreement to contact your child's Learning Advisor.

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1.4 Obligations and requirements regarding appropriate use of ICT/Digital Technologies in the school learning environment

1.4.1. While on campus, using school owned or personal ICT/Digital Technologies equipment/devices is for educational purposes only.

1.4.2. When using school or privately owned ICT/Digital Technologies on the school site or at any school related activity prohibited use includes, but is not limited to, any conduct that is defined as objectionable and inappropriate:

- Would cause offense to students, teachers or parents, such as profanity, offensive language, obscenity, pornography, unethical or illegal solicitation, racism, sexism,
- is derogatory or threatening to another e.g. libellous, slanderous, inflammatory, threatening, harassing
- Has intention to deceive, impersonate or misrepresent
- Forwards confidential messages to persons to whom transmission was never authorised by the school, including persons within the school community and persons/organisations outside the school community
- Fails to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus
- Breaches copyright
- Attempts to breach security and infrastructure that is in place to protect user safety and privacy
- Results in unauthorised external administration access to the school's electronic communication
- Propagates chain emails or uses groups or lists inappropriately to disseminate information
- Inhibits the user's ability to perform their duties productively and without unnecessary interruption,
- Interferes with the ability of others to conduct the business of the school
- Involves malicious activity resulting in deliberate damage to school ICT/Digital Technologies and/or ICT/Digital Technologies equipment/devices.
- Involves the unauthorised installation and/or downloading of non-school endorsed software
- Breaches the ethos and values of the school

1.4.3. In the event of accidental access of such material, Authorised Users must:

- Not show others
- Shut down, close or minimise the window
- Report the incident immediately to the classroom teacher.

1.4.4. A person who encourages, participates or otherwise knowingly acquiesces in prohibited use of school, or privately owned communication technologies, on the school site or at any school related activity, may also be found to have engaged in prohibited use

1.4.5. While at the school or a school related activity, Authorised Users must not have involvement with any material which might place them at risk. This includes images or material stored on privately owned ICT/Digital Technologies equipment/devices brought onto the school site, or to any school related activity such as USB sticks.

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1.4.6. Authorised users must not attempt to download, install or connect any unauthorised software or hardware onto school ICT/Digital Technologies equipment, or utilise such software/hardware. This includes use of such technologies as Bluetooth, infrared, and wireless, and any other similar technologies that are available. Any Authorised Users with a query or a concern about that issue must speak with the relevant class teacher or subject teacher.

1.5 Monitoring by the School

The school:

- Reserves the right at any time to check work or data on the school's computer network, email, internet, school Intranet, computers and other school ICT/Digital Technologies equipment/devices, without obtaining prior consent from the Relevant Authorised User.
- Reserves the right at any time to check work or data on privately owned ICT/Digital Technologies equipment on the school site or at any school related activity. The Authorised User agrees to promptly make the ICT/Digital Technologies equipment/device available to the school for purposes of any such check and to otherwise co-operate with the school in the process. Before commencing the check, the school will inform the Authorised User of the purpose of the check.
- Has an electronic access monitoring system, IAM (Internet access Monitor), which has the capability to restrict access to certain sites and data, record email and internet use, including the user details, time, date, sites visited, length of time viewed, and from which computer or device.
- Monitors traffic and material sent and received using the school's ICT/Digital Technologies infrastructures. From time to time this may be analysed and monitored to help maintain an eSmart learning environment.
- From time to time conduct an internal audit of its computer network, internet access facilities, computers and other school ICT/Digital Technologies equipment/devices, or may commission an independent audit of content and usage.

1.6 Copyright, Licensing, and Publication

1.6.1. Copyright laws and licensing agreements must be respected and sources appropriately acknowledged. Authorised Users must not breach laws of copyright, moral right or intellectual property – this includes illegal copies of software, music, videos and images.

1.6.2. All material submitted for internal publication must be appropriate to the school environment and copyright laws.

1.6.3. Any student/s found to use an ICT/Digital Technologies equipment/device to gain advantage in exams or assessments will face disciplinary actions as sanctioned by the school.

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1.7 Individual password logons to user accounts

1.7.1. If access is required to the school computer network, computers and internet access using school facilities, it is necessary to obtain a personal user account from the school.

1.7.2. Authorised Users must keep usernames and passwords confidential and not share them with anyone else. A breach of this rule could lead to users being denied access to the system.

1.7.3. Authorised users must not allow another person access to any equipment/device logged in under their own user account. Material accessed on a user account is the responsibility of that user. Any inappropriate or illegal use of the computer facilities and other school ICT/Digital Technologies equipment/devices can be traced by means of this login information.

1.7.4. Those provided with individual, class or group email accounts must use them in a responsible manner and in accordance with the Policy and Agreement. This includes ensuring that no electronic communications could cause offence to others or harass or harm them, put the owner of the user account at potential risk, contain objectionable material or in any other way be inappropriate in the school environment.

1.7.5. For personal safety and having regard to Privacy laws, Authorised Users must not reveal personal information about themselves or others. Personal information may include, but is not limited to, home or email addresses, and any telephone numbers, including mobile numbers.

1.8 Privacy

1.8.1. School ICT/Digital Technologies and electronic communication should never be used to disclose personal information of another except in accordance with the school's privacy protocols or with proper authorisation. The Privacy Act requires the school to take reasonable steps to protect the personal information that is held by the school from misuse and unauthorised access. Authorised users must take responsibility for the security of their computer and not allow it to be used by unauthorised persons.

7.2. While **after school use** of communication technologies by students is the responsibility of parents, school policy requires that no student attending the school may identify, discuss, photograph or otherwise publish personal information or personal opinions about school staff, fellow students or the school. Any such behaviour that impacts negatively on the high public standing of the school may result in disciplinary action. The school takes a strong position to protect privacy and prevent personal information and opinion being published over technology networks including Facebook, You Tube, Tumblr (and any further new technology).

8. Procedures for Mobile Phone Use at School

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Lyndale Greens Primary School accepts that parents provide their children with mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly, at any time.

However, while on campus, using school owned or personal ICT/Digital Technologies equipment/devices, including mobile phones, is for educational purposes in the first instance to ensure the benefits that mobile phones provide (such as increased safety and security) can continue to be enjoyed by our students.

For further information, please refer to 'Lyndale Greens Primary School Mobile Phones and Similar Electronic Devices Policy.'

Parents are reminded that in cases of emergency, the school's General Office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in the appropriate way. Phone calls home to parents are to be made through the General Office.

How else can parents assist?

- Reinforce the eSmart policy with your child
- Encourage your child to comply with the school's eSmart policy
- Call or message your child only during lunch breaks, if necessary.
- Support the school in the enforcement of the eSmart policy

Definitions of terms used in this Policy and Agreement.

a. **'Authorised user'** means a person who has signed the eSmart Agreement (or has had it signed on their behalf by a parent) and is authorised by the school to use school ICT/Digital Technologies.

b. **'eSmart'** refers to the safe, responsible and ethical use of ICT/Digital Technologies.

c. **'ICT/Digital Technologies'** stands for 'Information and Communication Technologies' and includes network facilities, communication technologies, eLearning tools and ICT/Digital Technologies equipment/devices.

d. **'Network facilities'** includes, but is not limited to, intranet and internet access to files, web sites and digital resources via the school wireless network.

e. **'Communication technologies'** includes, but is not limited to, communication made using ICT/Digital Technologies equipment/devices such as internet, intranet, email, instant messaging, online discussions/surveys and mobile phone activities and related applications.

f. **'eLearning tools'** includes, but is not limited to, Edustar software and any online applications and programs that are used for educational purposes.

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g. **'ICT/Digital Technologies equipment/devices'** include, but are not limited to, computers (such as desktops, laptops, tablets), storage devices (such as USB and flash memory devices, CDs, DVDs, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, and any other, similar, technologies as they come into use.

h. **'school Intranet'** is the school's network drive.

i. **'Acceptable Use Agreement'** refers to the Acceptable Use Agreement Lyndale Greens Primary School.

j. **'School'** means Lyndale Greens Primary School.

k. **'School related activity'** includes, but is not limited to, an excursion, camp, sporting or cultural event, wherever its location.

l. **'School ICT/Digital Technologies'** means the school's ICT/Digital Technologies including network facilities, communication technologies, eLearning tools and ICT/Digital Technologies equipment/devices.

m. **'Objectionable material'** deals with matters such as pornography, cruelty, violence, or material of a discriminatory nature that it is likely to be injurious to the good of students or incompatible with a school environment.

n. **'Unacceptable student conduct'** includes, but is not limited to, malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT/Digital Technologies device or equipment without authorisation, plagiarism, non-sanctioned gaming, impersonation/identity theft, copyright infringement, or cheating in an examination.

o. **'Educational purposes'** means activities that are directly linked to curriculum related learning.

This policy was last ratified by School Council

27th March 2019

To be reviewed in 2021