



eSmart

LAUNCHING PLACE POLICY

(To be read in conjunction with the Codes of Conduct, the Student Engagement Policy, ICT Acceptable Use Agreement, Anti-bullying policy and the LPPS School Values)

RATIONALE:

The school aims to provide a safe and secure environment to establish the best learning conditions and promote personal growth, resilience and positive self-esteem for our children.

Launching Place Primary School 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, safe, smart and responsible users of technology.

Cyber safety is an area that requires a high level of community cooperation and partnership. We endeavor to work with the community to ensure the safety of our students through education, communication and policies.

Aims:

- To reinforce within the school community how to keep children safe when using digital technology
- Everyone within the school community is alerted to signs and evidence of bullying and has a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of cyber bullying are followed up.
- To seek parental and peer-group support and co-operation at all times.

What are bullying, cyber bullying and harassment?

Bullying is repeated oppression, physical or psychological, of a less powerful person by a more powerful person or group.

Cyber-bullying consists of covert, psychological bullying, conveyed through the electronic mediums such as cell-phones, web-logs and web-sites, on-line chat rooms, 'MUD' rooms (multi-user domains where individuals take on different characters) and Xangas (on-line personal profiles where some adolescents create lists of people they do not like). It is verbal (over the telephone or mobile phone), or written (flaming, threats, racial, sexual or homophobic harassment) using the various mediums available.

ICT equipment and devices – is inclusive of and not limited to computers, laptops, cameras, phones, video/audio players, storage devices, iPads, social networking sites, hard drives and any other technologies as they come into use.

GUIDELINES:

All students are expected to:

- Treat others with respect, consideration, tolerance, understanding and kindness and act in accordance with our school rules and values.
- Cooperate with and actively preserve the rights of others.
- Follow the guidelines set out in the Acceptable Use Agreement.

- Sign a hard copy of the Acceptable Use Agreement.
- Use appropriate and acceptable language.
- Demonstrate self-discipline.
- Report any acts of cyber bullying or inappropriate use of technology that they become aware of.
- Use equipment fairly and appropriately.

All staff are expected to:

- Respect and treat students equitably and justly.
- Encourage students to respect and work cooperatively with others when using digital technologies.
- Encourage students to treat others equitably and justly.
- Promote a climate in which appropriate behaviours are fostered.
- Act on witnessed and reported acts of cyber bullying or inappropriate use of technology.
- Ensure students adhere to the Acceptable Use Agreement. They need to report any breaches to the ICT coordinator to be documented and follow through with consequences. Students who have not signed the agreement will not be able to use ICT.
- Contact parents to inform them of incidents of cyber bullying. (All relevant parties contacted).
- Be alert to any signs and respond to cyber bullying.
- Model and teach eSmart – cyber safety as part of their classroom curriculum.
- Provide explicit education around the safe and ethical use of the internet and digital technologies.

All parents are expected to:

- Become familiar with the school's Acceptable Use Agreement.
- Be alert to any signs that their child is being bullied or is bullying others.
- Report any incidents of cyber bullying or unsafe cyber-behaviour that they become aware of to the school.
- Respond to school reports of cyber bullying, and support the school in line with School Values and Student Code of Conduct.

IMPLEMENTATION:

- Parent, teacher, community and student education will be ongoing through our school newsletter, staff and level meetings and within the classroom.
- School-wide programs to support students' personal development, particularly in regard to dealing with conflict situations, will be utilised, specifically development of an ongoing social skills program.
- Teachers will actively promote the positive resolution of conflicts and appropriate responses to cyber bullying behaviour through the provision of classroom programs.
- All Launching Place Primary School students will undertake a Cybersafe program and will be required with their parents to sign a Launching Place Primary School Acceptable ICT Use Agreement before they will be permitted to use any information and communications technology (ICT) at school.
- The school community will be provided with Cybersafety information on a regular basis.
- Safe and responsible online behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.
- Launching Place Primary School staff will raise student awareness of issues such as online privacy and intellectual property including copyright, and that some online activities are illegal and will be reported to police.
- Launching Place Primary School will supervise students when using digital technologies for educational purposes and provide a filtered internet service whilst acknowledging that full protection from inappropriate content can never be guaranteed.
- Mobile phones and other personal electronic devices may only be brought to school with prior permission of the Principal. Parents and students must comply with the conditions of use as outlined in the Launching Place Primary School 'Acceptable ICT Use Agreements, which prohibits students from accessing mobile phones and other personal electronic devices within the school grounds.

- Launching Place Primary School will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- All incidents of Cyberbullying must be referred to the Principal, Assistant Principal and the ICT coordinator for investigation and any action taken will be in line with the Student Engagement Policy.
- Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying.
- Students are advised to report an incident to their teacher immediately if:
 - They have experienced an incident of Cyberbullying.
 - They feel the welfare of other students at the school is being threatened.
 - They come across sites which are not suitable for our school.
 - Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information.
 - They accidentally do something which is against the rules and responsibilities they have agreed to.
- Any student who does not follow the rules of the eSmart Agreement and the 'Launching Place Primary School Acceptable ICT Use Agreements' will lose their ICT privileges for a length of time as deemed appropriate by the Principal or ICT Coordinator. They will also be required to complete additional Cybersafety lessons before their privileges are returned.
- The Acceptable ICT Use Agreement also applies during school excursions, camps and extra-curricular activities.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- DET's [Effective Schools are Engaging Schools: Student Engagement Policy Guidelines](#)
- DET's [Safe Schools are Effective School's](#)
- DET's [Student Engagement Policy Guidelines](#)
- The school's Internet Use Policy and acceptable use agreement (re cyber-bullying)
- DET's [Respectful Schools](#)
- www.esafety.gov.au
- www.esmart.org.au

Evaluation

This policy will be reviewed as part of the school's three-year review process.

Policy:	eSmart Policy		
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