

Northern Bay College

eSmart Policy NBC076

1. PURPOSE

- At Northern Bay College we support the rights of all members of the school community to be provided with, and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. Northern Bay College uses the Internet and digital technologies as a learning tool to improve student learning outcomes, by increasing access to worldwide information and platforms to foster the skills required to be successful in a world where technology is ubiquitous.
- Our school embraces the benefits of technology and is committed to reducing students' exposure to cyber risks. Within this context, the objective of this policy is to ensure smart, safe and responsible use of digital technologies and Internet within our school community.
- This policy should be read in conjunction with Northern Bay College's Digital Learning Acceptable Use Agreement, the DET Acceptable Use Policy for ICT Systems and the Student Engagement and Wellbeing Policy.

2. BROAD GUIDELINES

Northern Bay College will

- 2.1. Provide a safe, secure and caring learning environment.
- 2.2. Develop safe practices for the use of the Internet and digital technologies for learning.
- 2.3. Establish transparent expectations for students, teachers and the community when using the Internet and Digital Technologies.
- 2.4. Assist students and members of the school community to differentiate between bullying and inappropriate social interactions.
- 2.5. Foster social responsibility in all students so that they report inappropriate behaviour towards others rather than act as bystanders.
- 2.6. Recognise that explicitly teaching students about safe and responsible eSmart behaviour is essential in the lives of students and is best taught in partnership between home and school.

3. IMPLEMENTATION

- 3.1. Northern Bay College's Acceptable Use Agreement of Internet and Digital Technologies is discussed with students and parents are asked to sign agreement..
- 3.2. All students in Years Prep to 12 have signed a copy of the Acceptable Use Agreement of Internet and Digital Technologies.
- 3.3. Members of staff use Digital Technologies and Internet in accordance with the DET Acceptable Use Policy for ICT Systems.
- 3.4. Protocols for safe, respectful and responsible use of technology are present and clearly visible in all Learning Spaces.
- 3.5. A copy of all school ICT and eSmart policies are displayed on the school website.
- 3.6. Breaches of Acceptable Use Agreements are recorded on Compass and are dealt with accordingly
- 3.7. The school community will be updated on a regular basis through newsletters, social media, special events and the school website.
- 3.8. Safe and responsible use of technology in line with Northern Bay College's CORE values will be taught in all year levels, with the support of the Leader of Digital Learning.
- 3.9. Responsibilities within our community have been shared
- 3.10. **Members of Staff at Northern Bay College have the responsibility to ensure that:**
 - 3.10.1. They are familiar with eSmart approaches and understand the philosophies of the eSmart program, necessary for teaching digital literacy.
 - 3.10.2. They are aware of cyber bullying and able to identify and look for signs of occurrence amongst students.
 - 3.10.3. Students are aware that any form of cyber bullying is prohibited at Northern Bay College.

- 3.10.4. Students are aware of the consequences of cyberbullying.
- 3.10.5. All cases of cyber bullying are reported to the ICT Leader/Principal/Assistant Principal and responded to promptly.
- 3.10.6. There is effective supervision of digital technology usage in Learning Spaces and the school to monitor and deter cyberbullying.
- 3.10.7. All teachers have a responsibility to respond to, investigate, follow up and monitor incidents of cyberbullying.

3.11. Students at Northern Bay College have the responsibility to ensure that:

- 3.11.1. The Northern Bay College values of Collaboration, Outcomes, Respect and Equity are demonstrated when using digital technologies.
- 3.11.2. Only approved digital technologies are used in accordance with the signed Acceptable Use Agreement of Internet and Digital Technologies and in line with the school curriculum program.
- 3.11.3. They do not breach the privacy of students, staff and members of the school community through any unauthorised publishing of photography, video, or defamatory comments on social media or networking sites and applications.
- 3.11.4. All incidents of cyberbullying are reported to a member of staff.
- 3.11.5. They take steps to protect their own (and others) privacy and personally identifiable information.

3.12. Parents at Northern Bay College have the responsibility to ensure that they:

- 3.12.1. Are familiar with the school’s Acceptable Use Agreement of Internet and Digital Technologies so they can support their child to adhere to the expectations set out in the document.
- 3.12.2. Report any incident of cyberbullying or unsafe cyber behaviour that they become aware of, to the school as soon as possible.
- 3.12.3. Respect the privacy of students, staff and members of the school community through only authorised uploading, recording or filming.
- 3.12.4. Any form of bullying, whether physical, verbal or cyber is unacceptable and incidents of cyberbullying must be reported to a staff member.

3.13. Incidents will be investigated and recorded on compass

3.14. Students have a safe way to report cyberbullying/ incidents that cause them concern.

3.15. Any parent who believes that their child is being cyberbullied should contact the school. In the first instance, contact will be with the teacher or team leader and then the Assistant Principal or Principal.

- 3.15.1. Parents will be notified if students are involved in any incidents of cyberbullying and appropriate and proportional consequences will be followed.

4. EVALUATION

This policy will be subject to an annual review. The review process will include the evaluation of data collected through the ePotential Survey, Parent Opinion Survey, Student Attitudes to School Survey and Incident Records.

Document #	Committee Responsible	Review Date	Public Location	Ratified by School Council:
NBC076	ICT Team / Leadership	September 2016	Website Compass	May 18, 2017
Appendix A – eSmart Definitions				

REFERENCE:

Using Social Media: Guide for DET Employees

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx>

ACMA Cybersmart Resources: <http://www.cybersmart.gov.au>

Cybersafety, Bullying and Cyberbullying

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/olrescybersafety.aspx>

Northern Bay College

eSmart Appendix A NBC076A

Definitions

Bullying is when a person or group of people deliberately upset another person, hurts another person; damages another person's property, reputation or social acceptance on more than one occasion.

Cyberbullying is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or persons using the Internet, digital technologies (for example: mobile phones or tablets), social media or social networking sites such as Facebook and Twitter, or any other type of digital technology.

Cyber Safety is the act of taking precautions to protect and maintain anonymity of your own and/or another person's security and wellbeing when connecting and interacting with people in an online environment.

Digital Citizenship is a set of skills and behaviours required to be a successful learner, confident individual and effective contributor in today's digital age.

Digital Literacy is the knowledge, skills and behaviours required to use a broad range of digital devices to critically navigate, evaluate and create information and develop new social and economic opportunities for oneself and others in the community.

Digital Technologies are electronic devices, systems and resources that generate, store or process data. In this document it includes, but is not limited to, computer workstations, notebooks, cameras, smart phones, tablets, video and audio players/recorders, social media and networking sites and cloud solutions.

eSmart means knowing how to guard against security and privacy risks online, download content in a legal and ethical way, research and reference information, as well as manage reputation and relationships in cyberspace (The Alannah and Madeline Foundation).

Social Media is computer-mediated services that are used as a means of supporting interactions among people and organisations in which they create, share and exchange information and ideas (for example: Twitter, Facebook, Tumblr, Snapchat).