
ESMART POLICY

Hampton Primary School believes the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. The school supports the belief that through digital technologies we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange, present and create information. We also focus on developing the skills necessary for children to be able to create and use information in a discriminating, effective and creative manner.

To be safe and to gain the greatest benefit from the opportunities provided through an online environment, students need to be responsible for themselves and respectful of others online, particularly when using technology independently.

The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks (such as cyberbullying, online sexual predation, sexting, identity theft and fraud) when using the Internet, mobile phones and other electronic personal devices.

This policy applies to all digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although not limited to): School owned ICT devices, emailing and instant messaging, Intranet, social networking sites, video and photo sharing websites, blogs, forums, discussion boards, wikis, podcasts, and video / web conferencing.

PURPOSE

Hampton Primary School aims to establish an eSmart culture which is in keeping with the values of the school, legislative and professional obligations, the community's expectations and the HPS Student Engagement and Wellbeing Policy. Within this context, the objective of this policy is to ensure the smart, safe, responsible and ethical use of digital technologies within the school community.

This policy, in conjunction with the HPS eSmart Use of ICT Guidelines (Appendix 1) and eSmart Student Acceptable Use Agreements, outlines the conditions applying to the use of all school ICT and behaviours associated with safe, responsible and ethical use of technology.

IMPLEMENTATION

At Hampton Primary School we commit to:

- Training staff in the philosophies of the eSmart Program and provide the information necessary for Cybersafety education.
- Supporting the rights of all members of the school community to engage in and promote a

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safe, inclusive and supportive learning environment.

- Using our school core values of support, integrity, positivity and valuing others to educate our students to be safe and responsible users of digital technologies and as the basis for discussions about how we treat others in an online environment.
- Having policies and agreements in place that outline the values of the school and expected standards of student behaviour when students use digital technology and the internet – eSmart Policy; eSmart Use of ICT Guidelines; eSmart Student Acceptable Use Agreements; and Student Engagement Policy available at our website.
- Educating our students to develop digital literacy skills and to be safe and responsible users of digital technologies through the classroom and specific Cybersafety programs
- Provide supervision when using digital technologies for learning.
- Raising our students’ awareness of issues such as online privacy, intellectual property and copyright.
- Providing a filtered Internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Responding to issues or incidents that have the potential to impact on the wellbeing of our students.
- Knowing that some online activities are illegal and as such we are required to report this to the police.
- Providing parents/guardians with a copy of this policy.
- Supporting 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
- Advising students 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.
- Ensuring that any student who does not follow the rules of the eSmart Acceptable Use Agreement and the ‘HPS eSmart Use of ICT Guidelines’ loses their ICT privileges for a length of time as deemed appropriate by the Principal, Assistant Principal, ICT Coordinator or Teacher. They will also be required to complete additional Cybersafety lessons before their privileges are returned.
- Referring all incidents of cyberbullying to the Principal, Assistant Principal and ICT Coordinator for investigation. Any action taken will be in line with the Student Engagement Policy.
- Notifying parents to meet with school staff if students are involved in any incidents of cyberbullying

Appendix 1

ESMART USE OF ICT GUIDELINES

These guidelines outline the conditions applying to the use of all school ICT and behaviours associated with safe, responsible and ethical use of technology. Authorised users are required to comply with the guidelines and sign the eSmart Acceptable Use Agreement.

DEFINITIONS OF TERMS USED IN THESE GUIDELINES

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

b. **'eSmart'** refers to the name of the cybersafety guidelines that are followed at Hampton Primary School to promote the safe, responsible and ethical use of ICT.

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

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

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

f. **'eLearning'** refers to the use of ICT for educational purposes.

g. **'ICT 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. **'Agreement'** refers to the eSmart Acceptable Use Agreement which will be reviewed annually.

i. **'School'** means Hampton Primary School.

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

k. **'School ICT'** refers to any ICT owned or operated by the school including, but not limited to, network infrastructure, computers, cameras, tablet devices.

l. **'Objectionable material'** includes, but is not limited to, pornography, cruelty, violence, or material of a discriminatory nature that it is likely to be detrimental to the wellbeing of students or unsuitable to a school environment.

m. **'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 device or equipment without authorisation, plagiarism, non-sanctioned gaming, impersonation/identity theft or copyright infringement.

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

o. **'Personal electronic devices'** includes, but is not limited to, handheld gaming consoles (including but not limited to Nintendo DS, PSP Wii U), MP3 players (including but not limited to iPod, iPod Touch), e-readers (including but not limited to Kindle, Kobo) other internet and 3/4G accessible devices, and any other similar such devices as they come into use.

ESMART USER OBLIGATIONS

1. Authorised Usage and eSmart Agreement

1.1. As the school provides network access, the contents of the school ICT system, including email messages, remain the property of the DEECD. 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.

1.2. All users, whether or not they make use of network facilities and communication technologies on school owned or personal ICT equipment/devices, will be issued with this Agreement. This document should be read carefully with the acknowledgement page signed and returned to the student's class teacher.

1.3. The school's ICT, including network facilities, communication technologies, and ICT equipment/devices cannot be used until the eSmart Acceptable Use Agreement has been signed and returned to the student's class teacher. Signed Agreements will be filed in a secure place.

1.5. The school encourages anyone with a query about these guidelines or the Agreement to contact your child's class teacher in the first instance.

2. Obligations and requirements regarding appropriate use of ICT in the school learning environment

2.1. While at school, using school owned or personal ICT equipment/devices is for educational purposes only.

2.2. When using school or privately owned ICT 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 and/or ICT equipment/devices.
- Involves the unauthorised installation and/or downloading of non-school endorsed software
- Breaches the ethos and values of the school
- Is illegal

2.3. 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 supervising teacher

2.4. 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.

2.5. 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 equipment/devices brought onto the school site, or to any school related activity such as USB sticks.

2.6. Authorised users must not attempt to download, install or connect any unauthorised software or hardware onto school ICT 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.

3. Monitoring by the School

The school:

3.1. Reserves the right at any time to check work or data on the school's computer network, email, internet, computers and other school ICT equipment/devices, without obtaining prior consent from the Relevant Authorised User.

3.2. Reserves the right at any time to check work or data on privately owned ICT equipment on the school site or at any school related activity. The Authorised User agrees to promptly make the ICT 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.

3.3. Has an electronic access monitoring system, through eduSTAR (in accordance with DEECD requirements), which has the capability to restrict access to certain sites and data.

3.4. Monitors traffic and material sent and received using the school's ICT infrastructures. From time to time this may be analysed and monitored to help maintain an eSmart learning environment.

3.5. From time to time conduct an internal audit of its computer network, internet access facilities, computers and other school ICT equipment/devices, or may commission an independent audit of content and usage.

4. Copyright, Licensing, and Publication

4.1. 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, images.

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

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

5. Individual password logons to user accounts

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

5.2. 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.

5.3. 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 equipment/devices can be traced by means of this login information.

5.4. Those provided with individual, class or group email accounts must use them in a responsible manner and in accordance with the Guidelines 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.

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

6. Other Authorised User obligations

6.1. Avoid deliberate wastage of ICT related resources including bandwidth, through actions such as unnecessary printing and unnecessary internet access, uploads or downloads.

6.2. Avoid involvement in any incident in which ICT is used to send or display electronic communication, graphics, audio, video files which might cause offence to others and/or involve objectionable material.

6.3. Abide by copyright laws and obtain permission from any individual before photographing, videoing or recording them.

7. Privacy

7.1. School ICT and electronic communication should never be used to disclose personal information of another except in accordance with the school's privacy agreement 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 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, YouTube, Tumblr (and any further new technology

8. Procedures for Mobile Phone Use at School

Hampton Primary School accepts that some parents provide their children with mobile phones and other personal electronic devices. However, whilst on school property and during school excursions and camps, use of mobile phones is not permitted during school hours unless authorised by a school staff member.

Responsibility

8.1. It is the responsibility of students who do bring mobile phones or personal electronic devices onto school premises to adhere to the guidelines outlined in this document and the eSmart Student Acceptable Use Agreement.

8.2. Students are required to mark their mobile phone or personal electronic device clearly with their name.

8.3. Mobile phones must remain on silent during class times and be kept in school bags for the duration of the day (unless student is given permission from a staff member).

8.4. Mobile phones must not be used during school hours unless permitted by a staff member.

8.5. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or personal electronic devices. Their safety and security is wholly in the hands of the student.

8.6. The school accepts no responsibility for students who lose or have their mobile phones or personal electronic devices stolen while travelling to and from school.

8.7. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

8.8. Students must protect the privacy and dignity of individuals and security of information, to maintain the public standing of the school and compliance with State and Federal laws.

8.9 The school strongly advises that for safety reasons headphones should not be used when students are traveling to and from school, eg. walking, riding a bike, moving on and off buses.

8.10. In accordance with school policies, any unauthorised mobile phone or personal electronic device being used during the school day will be confiscated.

Parents are reminded that in cases of emergency, the school 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 with a staff member.

9. Procedures for BYO iPads (Applicable to Year 5/6 Students)

- 9.1** During the time that the iPad is at school, it is to be used by students for educational purposes. Students are responsible for all information and content on the device, which needs to fit within the eSmart Student Acceptable Agreement guidelines.
- 9.2** The students should come to school each day with their iPad fully charged for the day's activities.
- 9.3** The use of privately owned iPads while at school will follow the same regulations as applies to our existing school iPads. They are only to be used for tasks relating to school work, and consequences will result from any inappropriate use, as determined by the student's supervising teacher at the time.
- 9.4** Teaching staff reserve the right to look at any application, file, or browsing history data on the iPad at any time.
- 9.5** The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. The iPad should be left on tables, stored in tubs or in teachers' locked cabinets when not in direct use.
- 9.6** iPads will be put away at eating times. No food or drink should be consumed near student iPads.
- 9.7** They will not be taken outside without the direct permission and supervision of a teacher either during class time, recess or lunchtime.
- 9.8** When travelling to and from school, the iPad should remain in a zipped up school bag. Students are strongly advised not to use the iPad between school and home. This also applies once students are on school grounds before and after school.
- 9.9** The school recommends that when using the iPad at home it is used at all times in a family or common area and not in the student's bedroom or other private space unsupervised.
- 9.10** Device must be configured so that educational/school use apps are on the front screen of the device. Other apps e.g. games (should they be present on the device) are to be on the 2nd screen in a single folder. These must not be accessed at school
- 9.11** Students must ensure there is adequate storage space on the device to allow for school related tasks to be completed and apps to be downloaded while at school.
- 9.12** iPads must be kept in a protective case, which is to remain on the iPad at all times while at school. Screen protectors are strongly advised.

Breach of Guidelines

Breaches of these Guidelines will be dealt with in accordance with the school Student Engagement and Wellbeing Policy

