

eSMART & CYBERSAFETY POLICY

RATIONALE

Emmaus Catholic Primary School is committed to the well-being and safety of all its students and staff. This is supported by a whole school approach to cybersafety and student well-being. Therefore, Emmaus Catholic Primary School's eSmart policy encompasses agreements, procedures and acceptable behaviours related to cybersafety, cyberbullying, cyber-risks, use of ICT (Information and Computer Technology) and mobile devices. Emmaus Catholic Primary School's eSmart policy is underpinned by "The National Safe Schools Framework's" vision that "*All Australian schools are safe, supportive and respectful teaching and learning communities that promote student well-being.*" NSSF, 2013.

Emmaus Catholic Primary School has developed the eSmart policy using resources and information from the Victorian Department of Education and Early Childhood Development, Australian Council Media Authority (ACMA) and through guidance from the eSmart program an initiative of the Alannah and Madeline Foundation. The school has an eSmart committee that has collaborated on developing this policy and procedures. Parents and students of the school community contributed and provided feedback on this policy.

AIM

The policy seeks to provide common consensus of definitions related to cybersafety and cyberbullying. It states how Emmaus Catholic Primary School reports and deals with incidents relating to cyberbullying and where and how cybersafety is taught within the school curriculum. The policy also provides a summary of Staff and Student User Agreements, School Cybersafety rules from Foundation to Year 6.

POLICY

Emmaus Catholic Primary School believes that all forms of bullying are unacceptable.

The students and staff have a shared understanding of the evidence informed definitions of bullying, cybersafety, cyber-risk and cyberbullying.

Emmaus Catholic Primary School is in mutual agreement of the evidence-based definition of Bullying and Cyber-Bullying taken from "Building Respectful and Safe School-State Government of Victoria" - DEECD, 2009.

DEFINITION OF COMMON TERMS

BULLYING

“Bullying is when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying, with the bully or bullies having more power at the time due to age, size, status or other reasons.”

“Bullying may occur because of perceived differences such as culture, ethnicity, gender, sexual orientation, ability or disability, religion, body size and physical appearance, age or economic status. Bullying may be motivated by jealousy, distrust, fear, misunderstanding or lack of knowledge. It can continue over time, is often hidden from adults and will probably continue if no action is taken.” - DEECD 2009

Types of bullying

There are four broad types of bullying:

1. Direct physical bullying: includes hitting, kicking, tripping, pinching and pushing or damaging property.
2. Direct verbal bullying: includes name-calling, insults, teasing, intimidation, blackmail, threatening, homophobic or racist remarks, or verbal abuse.
3. Indirect bullying: is often harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes: lying and spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude someone, damaging someone's social reputation or social acceptance.
4. Cyberbullying: is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. - DEECD, 2009

CYBERSAFETY

“Cybersafety refers to the protection of children when they are online. Cybersafety information addresses online dangers to children, such as; exposure to illegal or inappropriate material, stranger danger, identity theft, invasion of privacy, harassment and cyberbullying. We are not talking about computer security, spam or viruses.” - ACMA, 2013

CYBER-RISKS

Cyber-risks are factors that can contribute to or provide a platform for cyber-bullying or harm. These include un-supervised use of internet, social media platforms, such as, Snapchat, Facebook, Instagram and Twitter and online marketing campaigns that promise prizes in return for personal details. Other cyber-risks include, stranger danger, inadvertently downloading viruses, hacking, insecure passwords and posting personal photos online. Tools, such as, firewalls, filters and anti-virus software may help reduce cyber-risks.

CURRICULUM

At Emmaus Catholic Primary School Cybersafety and Respectful relationships are explicitly taught across all year levels. The school uses the “Solving the Jigsaw” well-being model, the six school rules, and ACMA appropriate cyber safety units from Foundation-6 and AusVELS (Australian/Victorian Essential Learning Standards). The school also participates in cross-level teaching and promotion of cybersafety and participates in “Harmony Day” and has a “buddy” program for Foundation and Year 6 students. The school has held an ICT Expo for parents to view students’ work in relation to cybersafety. The school has held cybersafety information nights for parents, ongoing Professional Development for staff and in-school presentations/guest speakers for Years 3-6.

CYBERBULLYING and BULLYING MANAGEMENT PROCESS

Emmaus has developed a process for reporting, responding to, and collecting data in relation to cyberbullying/ bullying and isolated incidents. This is in the form of a flow-chart. Staff and students have been explicitly taught this reporting process. **See Appendix 1**

The school has also developed an ethical reporting system of any cyber bullying related incidents. **See Appendix 2.** The school also has a Behaviour Management Policy and a Student Welfare policy.

ACCEPTABLE USE AND RULES

Emmaus Catholic Primary School has a Staff Acceptable User policy, a Years 5-6 Acceptable User policy, as well as, whole school cybersafety rules, which are taught at the beginning of the year and reinforced. The school has 6 school rules that cover all aspects of student safety and well-being. **See Appendices 3, 4, 6, 7, 8 & 9**

ADEQUATE SUPERVISION

The school community has created and implemented adequate supervision guidelines for yard duty, before and after school supervision. **See Appendices 5 and 6**

STUDENT MOBILE PHONE AND DEVICES POLICY

Mobile phones and other electronic devices, such as, mp3 players, cameras and iPods are to be handed in at the office at the beginning of the day and collected at the end of the day. These devices are not to be used and or stored in the classroom. USBs and other storage devices from home are not permitted.

STUDENT PHOTO POLICY

As of 2013, parents at Emmaus were asked to sign a “Student Photo Permission Form”. Parents gave permission for their child’s image to be used around the school and on the Emmaus School Website for their child’s duration at Emmaus. Staff are informed and updated on any students whose parent did not give permission. As of 2014, the Emmaus Catholic Primary School Enrolment Form has a section where parents are asked to give photo permission. At any time parents are able to request that their child’s image not be used.

STUDENT WELL-BEING

The school follows the “Solving the Jigsaw” model for student well-being. Students at Emmaus take part in weekly “catch up” sessions facilitated by the Classroom Teacher, Principal and Vice-Principal. Within these “catch ups”, students are given a chance to voice any concerns. The facilitator will focus on a different area of well-being each session e.g. friendship, emotions etc.

ESMART INDUCTION PROCESS

At Emmaus Catholic Primary School, it is the responsibility for the Classroom Teacher to induct any new students to the School Rules and Cybersafety rules. It is the responsibility of the Principal to induct any Casual Relief Staff, New Teaching Staff, Aides and other staff of the School's eSmart policy. A staff induction book outlining rules and policies is in the office for referral. The school will publish this policy along with the school rules on the school website:
http: www.emsydenham.catholic.edu.au

IMPORTANT CONTACTS

Victoria Police: 000

Kids Helpline: 1800 55 1800 or www.kidshelpline.com.au

REFERENCES AND LINKS

ACMA-Australian Council and Media Authority "Cybersmart Website".
<http://www.cybersmart.gov.au>

"Building Respectful and Safe School"- State Government of Victoria - DEECD, 2009.

Solving the Jigsaw <http://www.solvingthejigsaw.org.au/classroom-program/>

National Safe Schools Framework, 2014
<http://www.education.gov.au/national-safe-schools-framework-0>

Last updated and ratified June 16, 2014.

APPENDIX 1

EMMAUS CATHOLIC P.S. ICT INCIDENT REPORTING PROCESS

STEP ONE:

Identify Concern

Discuss issue with a colleague or ICT coordinator. Identify if the issue involves the following:

A student has been EXPOSED to and affected by inappropriate behaviour online. (Including cyberbullying, sexting, exposure to inappropriate material/contact or in breach of school policy).

Or

A student has ENGAGED in inappropriate behaviour online. (Including psychological/emotional harm to another student or themselves, engaged in criminal activity or breach of school policy).

STEP TWO:

Taking Action

Reporting of inappropriate use or incidents

Inquire into the inappropriate behaviour- This includes discussion with staff/students involved and refer to the school User Agreement/Bullying for breach of rules and regulations.

Report to Leadership- Inform ICT coordinator, Principal/Vice Principal and fill out the Cyber safety Incident Report.

Depending on the degree of the issue determined by leadership-

- Contact the parents of all students involved.
 - Inform parents outlining inappropriate use of internet/social networking sites and the need for the parents to discuss the incident at home with the child involved.
- Or
- Arrange meeting with parents and parties involved, if necessary.
- Or
- Contact CEO legal for advice.
 - If it is a criminal offence, contact relevant authorities. E.g. Victoria Police.

Consequences are enforced for deliberate, inappropriate use.

Inappropriate website accessed or viewed

Report to ICT to have the site blocked

Report to Principal/Vice Principal if still concerned about impact.

Contact parents of students involved.

STEP THREE:

Well-being

Provide well-being support for all staff/students involved in or witness to the incident.

Make an explicit teaching point for correct behaviour to students involved or class.

APPENDIX 2

Emmaus Catholic Primary School Sydenham

Incident Date:

Name of Student/s	Where incident occurred?	Type of Technology/Website involved
Staff involved	Parents informed? (Phone Call, letter, meeting arranged)	Meeting Attendance/Date

Type of incident
Other involvement
Response
Resolution/Consequence
Teaching Point/Follow up action

APPENDIX 3

CYBER SAFETY RULES FOR YEARS F-4

- MacBooks are not to be used during Wet Day
- We will check with the teacher before using a website.
- We will communicate in an appropriate way when using email.
- We will not delete, copy or change anyone else's work. We will not change or add to the WIKI without teacher's permission.
- Chat sites or Instant Messaging sites are off limits.
- If we see anything inappropriate, we will close the MacBook and tell the teacher immediately.
- We will handle the MacBooks carefully.
- We will report any inappropriate behavior or cyber bullying to the teacher.
- We will not upload any pictures/videos of ourselves or students at Emmaus.
- We will not take photos at Emmaus without the teacher's permission.
- We will only watch G rated programs.
- If we bring a mobile phone to school we have to hand it in at the office and pick it up at the end of the day.

These rules were formulated by the students of Emmaus Catholic Primary and facilitated by the eSmart coordinator in 2013.

APPENDIX 4

YEAR 5 & 6 MACBOOK WORKING STATEMENT

The school's MacBook is a learning tool, to be used **FOR EDUCATION, NOT RECREATION.**

All MacBook use should be **RESPECTFUL, APPROPRIATE, CONSTRUCTIVE AND POSITIVE.**

Students need their **TEACHER'S PERMISSION** before using any new program, game, website etc.

Students need to be **RESPONSIBLE** for ensuring their MacBook is handled **WITH CARE.**

MacBooks belong to the school and are for Year 5 and Year 6 **STUDENTS' USE ONLY.**

Students **MUST REPORT ANY INAPPROPRIATE USE** as soon as they know about it.

MacBooks must be **BROUGHT TO SCHOOL FULLY CHARGED EVERYDAY.**

The **SAME RULES APPLY** at home and at school.

Students should spend **NO MORE THAN 1 HOUR** on their MacBook at home, and work in a **SUPERVISED AREA** (Parents need to know what their child is doing on their MacBook).

TAKE A STAND AGAINST BULLYING and make sure that you are not bullied or that you do not bully others. Report all bullying to an adult.

ALWAYS make the right choice when using your MacBook.

MacBook use is a privilege, not a right.

CONSEQUENCES

- 1. Warning.**
- 2. Loss of Macbook for a period of time determined by the teacher/school. Parents will be informed of inappropriate use.**
- 3. Sent to the Principal. Followed by meeting with the parents.**

APPENDIX 5

HOW CAN WE STAY SAFE AT EMMAUS?

<p style="text-align: center;">Asphalt</p> <ul style="list-style-type: none">• Only tennis balls/down balls permitted on the asphalt area at all times.• No ball games after school.• Students are not permitted to play on the ramps, swing on the bars in front of the buildings.• No students are to play past the office/hall entrance.• The bushes along the Year 3 classrooms are out of bounds.• Students are to avoid playing in the garden beds, pulling and swinging off the branches on the trees.• Students are to leave the toilet once they are finished.• The classrooms and corridors are off limits during recess and lunch.• Down ball games need to be played in free areas- not in front of doorways.• Students are not to pick up grills over drains.• Students are not to play with water taps.	<p style="text-align: center;">Basketball/Netball Court</p> <ul style="list-style-type: none">• The front of the Foundation/Year 1 building along the gate is out of bounds.• Students are encouraged not to stand by the fence to talk to strangers as they walk past.• If the ball goes over the Church fence, students are to ask the teacher for permission to retrieve it.• Only basketballs, netballs, soft balls, tennis balls and down balls permitted on the basketball/netball court.• When raining only tennis balls and down balls are permitted.
<p style="text-align: center;">Playground</p> <ul style="list-style-type: none">• Lunch time- Foundation, 1 and 2's allowed.• Snack Time: Years 3-6 allowed.• Students are not permitted to climb up the slide, flip on the bars and run around the playground.• Students are to play appropriately with the sand when in the sand pit.• Cover the sand pit at the end of play.• Students are not allowed on the playground before and after school.• Students are not to play "tiggy" around the playground.• 'Walking Only!' on the playground• No eating on the playground.	<p style="text-align: center;">Oval</p> <ul style="list-style-type: none">• Students are to wait on the path until the yard duty teacher has arrived to go on the oval.• All food must be eaten before going on the oval.• No tackling/rough play. Students are sent off the oval for tackling/rough play.• Students are to play soccer/football matches with their own year level.• Students are to ask the teacher to get the ball if it goes out of bounds.• Students who are not playing games on the oval are asked to sit around the boundaries to free up playing space.• Students are not permitted to play on the big rocks at the back of the oval, in the car park or grass areas.

Students are to make sure they go to the toilet during recess/lunch and walk straight to their line when the bell rings.

Wet Day Duty:

- No Mac Books are to be used.
- No ball games.
- Students are stay within their own grade and students are to ask the teacher on duty if they wish to go to the toilet.
- Rules as outlined on poster.

Pecks Road Duty:

- Students are to wait at the seats in front of the Year 5/6 building for the teacher.
- The teacher is to supervise the students walk across the oval, leave the school safely and cross using the pedestrian crossing.
- The teacher takes back any students to the office if parents have not arrived within a reasonable time.

Mary Garden Duty:

- All students are to wait undercover at the Mary Garden with the teacher on yard duty.(No student is allowed to wait on the green seats, in front of or past the office).
- No down ball games on the side near the Planning Room.
- Students are to act appropriately in accordance with the asphalt rules.
- The teacher takes any students to the office if parents have not arrived within a reasonable time.

EMMAUS CATHOLIC PRIMARY SCHOOL RULES

- 1. Follow Instructions**
- 2. Keep hands, feet and objects to yourself.**
- 3. Speak appropriately**
- 4. Listen to the speaker**
- 5. Move Safely**
- 6. Treat all property with care**