

Yarrabah School

ICT/ eSmart

POLICY

Rationale:

The computer network, Internet access facilities, computers and other ICT equipment and devices bring great benefits to the teaching and learning programs of Yarrabah School. The ICT equipment is used for educational purposes appropriate to the learning needs of our students. The overall goal of Yarrabah School is to create and maintain a Cyber-safe culture that is in keeping with our values as well as legislative and professional obligations.

Aims:

- To enhance each student's learning through the safe use of information and communication technologies.
- To continue to develop and implement Cyber-safe practices to protect the school, the staff, and the students.

Implementation:

- All school age students will be issued with a Cyber-safe User Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.
- Child protection education and Cyber-safe messages developed through the eSmart framework will be explicitly taught and presented in a manner appropriate to each student.
- Material sent and received using the network will be monitored.
- Filtering and/or monitoring software will be used to restrict access to certain sites and data, as stipulated by the Department of Education and Training.
- In the event of a cyber-bullying incident, staff and students are required to follow the guidelines as described in the school's cyber-bullying policy.
- Safety information and useful links will be provided to the school community through newsletters, information sessions, and the school website.
- DET funded technical support and local technicians will provide specialised expertise where required.
- The community will be kept up to date with all progress in learning technologies through the school website.
- The school will maintain an up-to-date website.
- All school age students will compile digital portfolios of their learning experiences at school.

Staff Expectations:

- It is an expectation of the school that all teachers will be skilled in the use of a variety of technologies.
- Staff must abide by the parameters set out in the Cyber-safe User Agreement.
- Staff must ensure that students adhere to the Cyber-safe User Agreements, documenting any breaches, and follow through with appropriate consequences when required.
- Staff are to provide cyber-safe education through our social safety/ eSmart curriculum in a manner appropriate to each student.
- Staff will model and demonstrate the safe and ethical use of the Internet and digital technologies.
- Staff will complete incident forms and report to the leadership team any incident of cyber-bullying.

- Staff need to be aware of, and adhere to the privacy and copyright legislation (www.privacy.gov.au, www.smartcopying.edu.au).

Student Expectations:

- Students, with staff support and supervision, will follow guidelines as listed in the Cyber-safe User Agreement form to the best of their abilities.
- Students are encouraged to report any incident of cyber-bullying or inappropriate use of technology.

Parent Expectations:

- Parents need to become familiar with the school's Cyber-safe User Agreement form, and support students, where appropriate, to adhere to the expectations set out in the document.
- It is essential that parents report any incidents of cyber-bullying to the school, or any other unsafe online behaviours.

Evaluation:

This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

April 2018