



KIEWA VALLEY PRIMARY SCHOOL

eSMART POLICY 2021

RATIONALE

Kiewa Valley Primary School is located in the North East of Victoria. It is connected to a Local Area Network (LAN) wireless internet within the Victorian Department of Education and Early Childhood. Kiewa Valley Primary School is committed to providing a safe, secure, respectful and caring learning environment (both physical and emotional) for all members of the school community. The school supports the belief that through the use of digital technologies we are providing students with the necessary skills to be able to participate in a rapidly changing world where work and leisure activities are increasingly transformed and are reliant upon the use of technology. We enable students to develop skills to find, explore, analyse, exchange, present and create information. While the use of digital technologies is imperative to learning in the 21st century, it is also important for students to be smart, safe, responsible and ethical when working in an online environment and using technology. Students need to be equipped with strategies to help them manage a range of situations that may occur in an online environment.

DEFINITIONS

Listed below are the definitions of various types of bullying behaviour as defined by the National Centre Against Bullying (NCAB):

Physical bullying:

Includes hitting, kicking, tripping, pinching and pushing or damaging property. Physical bullying causes both short term and long term damage.

Verbal bullying:

Includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse. While verbal bullying can start off harmless, it can escalate to levels which start affecting the individual target. Keep reading in this section for techniques to deal with verbal bullying.

Social bullying:

Sometimes referred to as covert 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. Social bullying includes:

- lying and spreading rumours
- negative facial or physical gestures, menacing or contemptuous looks
- playing nasty jokes to embarrass and humiliate
- mimicking unkindly
- encouraging others to socially exclude someone
- damaging someone's social reputation or social acceptance.

Cyber bullying:

Cyber bullying can be overt or covert bullying behaviours using digital technologies, including hardware such as computers and smartphones, and software such as social

media, instant messaging, texts, websites and other online platforms. Cyber bullying can happen at any time. It can be in public or in private and sometimes only known to the target and the person bullying. Cyber bullying can include, but is not limited to:

- Abusive or hurtful texts emails or posts, images or videos
- Deliberately excluding others online
- Nasty gossip or rumours
- Imitating others online or using their log-in

OUR ESMART PURPOSE

Kiewa Valley Primary School our purpose is to:

- Build an eSmart culture that aligns with our school values and the expectations outlined in the Wellbeing, Engagement and Inclusion policy and the Acceptable Use Agreement signed by all students within the school which includes actions and consequences for inappropriate behaviour.
- Educate Kiewa Valley Primary School students to be safe, responsible and ethical users of digital technologies; • Explicitly teach students about safe and responsible online behaviour in order to equip them with the understandings and tools that are essential for living in the 21st century.
- Establish and maintain accreditation as an eSmart school by following the framework and meeting all criteria as outlined in the eSmart system tools.

GUIDELINES

- All students are acknowledged and valued as individuals regardless of gender, racial, cultural, religious, physical or intellectual differences.
- All students are informed that if they are bullied, teachers are available to support them and prevent it from happening. Students are encouraged to report incidents to any teacher or staff member at school.
- Any parents who believe that their child is being bullied or cyber bullied should contact the school. In the first instance, contact will be with the homeroom teacher and then the Executive Leadership Team (including Learning Community Leader) and if required the Assistant Principal or Principal.
- All teachers are informed of the procedures that are to be followed if an incident of bullying is reported to them.
- All teachers have a responsibility to respond to, investigate, follow up and monitor incidents of bullying.
- All forms of bullying, whether it be physical, verbal or cyber, are unacceptable within the Kiewa Valley Primary School community.
- All students will sign a 'Digital Technologies/Mobile Phone Acceptable Use Agreement' as a way of promoting the safe use of digital technologies.

- All members of staff who believe they are being bullied by any member of the school community are to report this to the Principal.

WHY IS KIEWA USING THE ESMART FRAMEWORK?

The eSmart Schools program assists Kiewa Valley Primary School in our approach to cyberbullying by providing:

- An effective road map to guide us in developing a sustainable whole-school approach to cybersafety, cyberbullying and bullying.
- Direct web access to the best cybersafety resources from Australia and throughout the world.
- A flexible system that we can adapt to our own specific needs.
- A comprehensive gap analysis tool acknowledging existing school cybersafety practices.
- The framework to create a positive school culture and protect our students from cyber-risks.
- a record to track and record eSmart activities and progress.
- Resources, policies and guidelines which have been adapted for the Victorian curriculum and education system to save time and reduce duplication.
- Ongoing training and support.

WHAT IS THE ESMART FRAMEWORK?

The eSmart system guides the whole school community through a process of developing and implementing change. It is based on a great deal of research and evidence about what has worked to generate change in schools in Australia and around the world. The eSmart framework is organised into six domains:

1. Effective school organisation
2. School plans, policies and procedures
3. A respectful and caring school community
4. Effective teacher practices
5. An eSmart curriculum
6. Partnerships with parents and local communities

Each of the six domains covers one aspect of becoming an eSmart school. They aren't meant to be linear: school may start by focusing on the fifth domain, then cover the second, then move back to the sixth, or any other combination. No one domain is more important than the other – but when all six are taken together, they represent a holistic approach that is capable of transforming the way that our school works with, offers, teachers and thinks about technology. This approach has been taken to allow the framework to be flexible and accommodate the different needs or priorities that different schools have at different times. Through the online portal, we are able to track or progress as we cover aspects of each domain and record evidence as we go.

THE ROLE OF OUR SCHOOL

At Kiewa Valley Primary School we are committed to providing facilities that promote multimodal learning and support for staff to facilitate the successful incorporation of ICT throughout the curriculum. The school provides resources and professional development to upskill staff in their knowledge and effective use of ICT devices, tools and resources.

THE ROLE OF KIEWA STAFF

All staff are expected to integrate digital technologies into different areas of the curriculum and use the tools and devices at Kiewa to enhance students learning in purposeful ways. All staff are

expected to be familiar with the Kiewa Digital Technologies manual, the schools approach to cybersafety through eSmart, the way in which we plan for a continuum across the school in relation to technological skills taught at each level and have an understanding of the SAMR model to guide the purposeful integration of technology. As role models to students and representatives of Kiewa primary school, staff should be mindful of their professionalism both at school and with their online presence. Staff must not publish content that could tarnish their reputation or that of the school in any way. Staff members are not permitted to contact or interact with students outside of school hours through social networking websites or chat programs, including befriending students on Facebook as this is in direct breach of the DEECD policy Protective Practices for interactions with students.

THE ROLE OF KIEWA PARENTS

Parents and guardians are encouraged to supervise their child/ren at home to ensure they are being safe online. We ask that parents and guardians work in a partnership with the school to have regular discussions about students online activity and what they can do if they see anything that they think is unkind or makes them feel uncomfortable online.

THE ROLE OF KIEWA STUDENTS

Students are responsible for respecting and looking after devices that they use. Whilst using any devices or forms of technology, students are expected to conduct themselves in accordance with the school values and the Acceptable Use Agreement that they have signed. There will be comprehensive and explicit lessons centered on the safe use of technology and awareness of cybersafety. We ask that students do not bring any electronics to school if they have not purchased them through the school, as we will continue to provide Kiewa iPads and laptops for student use. If students are required to bring a device, such as a mobile phone to school, then it must be signed in at the office and collected at the end of the day. The school will not be held responsible for any losses or damages of devices brought from home.

SUPERVISION AND SAFETY

Teachers are primarily responsible for monitoring students' ICT usage whilst at school. This includes prevention of vandalism, cyberbullying and access to inappropriate websites/content to the best of their abilities and knowledge. Students are not permitted to use ICT without supervision.

INCIDENT REPORTING

Both teachers and students are expected to report any incidents or concerning behaviours observed in regards to the use of digital technologies. This can include activity that occurs outside school hours. When an incident of bullying has occurred and been reported to a member of staff, the following processes MUST take place:

1. A discussion must be held with a member of staff and both the victim and the instigator (using methods of restorative practice) in a timely manner after the incident has occurred (no longer than 3 days after).
2. The incident is to be reported on the template provided called 'Bullying Incident Report Sheet' found in Staff Drive eSmart folder within the Digital Technologies folder.
3. The template provided is to be filled in the presences of the teacher and any student involved.
4. This spreadsheet is a living and breathing document to be consistently updated to store and record any incidents of bullying within the School community. It is imperative that all staff

members save any documents to the one document – not create a new document for each incident in order to maintain a record of incidences within the school.

CONSEQUENCES FOR MISCONDUCT

Consequences for breaches of the Acceptable Use Agreement may include loss of privileges, as outlined in the school Wellbeing, Engagement and Inclusion policy.

REVIEW PERIOD

A review of the Staff Photos and Social Media Policy will be undertaken every two years. The review will be the responsibility of the School's Digital Technology Team and School Council.

This policy was last updated and ratified by School Council in 2021 and is scheduled for review in 2023.

RESOURCES

www.cybersmart.gov.au

www.acma.gov.au

www.education.vic.gov.au/aup

www.staysmartonline.gov.au

www.thinkuknow.co.uk

www.esmartschools.org.au