***The Catholic Education Commission Of Victoria Ltd (CECV) holds the care, safety and wellbeing of children and young people are our central and fundamental responsibility of Catholic education. . This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.***

***(***[***CECV Commitment Statement to Child Safety***](http://cevn.cecv.catholic.edu.au/WorkArea/DownloadAsset.aspx?id=8589940582)***).***

**VISION STATEMENT: Alive in the Spirit we journey together, engaging with the present and shaping the future.**

**eSmart Policy**

**Rationale:** St Damian’s Primary School has an obligation to provide a safe, secure and caring environment. St. Damian’s maintains a zero tolerance policy to the bullying of students and staff. Fundamentally, cyber-safety is an area that requires a high level of community cooperation. The internet and digital technologies are now very much a part of life and learning. As an increasingly interactive medium, it brings with it exciting educational opportunities, but at the same time it also brings risks.

**Aim:** To establish clear expectations for the St. Damian’s community with regard to cyber (online) safety.

**Definitions:**

**Cyber-safety** refers to the safe use of the internet and ICT equipment/devices including mobile phones.

**Cyberbullying** is when an individual, or group, use the internet, mobile phones, or other technologies to intentionally hurt another person or group of people. Cyberbullying is often covert bullying.

**ICT Equipment/devices** in this document includes, but is not limited to, computers, laptops, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, and any other technologies as they come into use.

**Digital Literacy** is the ability to locate, organise, understand, evaluate, and create information using digital technology. It involves a working knowledge of current technology, and an understanding of how it can be used. Digitally literate people can communicate and work efficiently with a wide range of technologies.

**Documentation currently in place:**

· Student ICT Acceptable Use Agreement

· Class Blog Guidelines

**Implementation:**

· All members of the school community should be aware of and have knowledge of the documents listed above.

· A copy of the Acceptable Use Agreement must be displayed in all classrooms.

· All teachers must go over the Acceptable Agreement each term and more often if the need arises.

· All students, parents and teachers must annually sign a copy of the Acceptable Use Agreement.

· Documentation (proforma) of any breaches of the above agreements must be attached to students’ signed Acceptable Use Agreement. This must also be included in student’s file, and an additional copy is to be sent home to parents to be signed and returned to the school.

· Information will be provided to the school community through newsletters, information sessions and the school’s website.

**Staff Expectations:**

· Staff must abide by the Acceptable Use Agreement.

· Staff are to provide explicit education around the safe and ethical use of the internet and digital technologies.

· Staff are to ensure that students adhere to the Acceptable Use Agreement. They must document any breaches, and follow through with consequences when required.

· Staff are to model and teach eSmart - Cybersafety as part of their classroom curriculum.

· Staff are expected to report all cases of Cyberbullying which come to their attention, to school leadership.

· Staff need to be aware of Privacy Legislation.**[www.privacy.gov.au](http://www.privacy.gov.au/)**

· Staff also need to be aware of Copyright Legislation.**[www.smartcopying.edu.au](http://www.smartcopying.edu.au/)**

**Student Expectations:**

· Students must follow the guidelines listed in the Acceptable Use Agreement.

· Students are encouraged to report any incidents of Cyberbullying or inappropriate use of technology that they become aware of. Students are expected to report such matters to both parents and school staff.

**Parent Expectations:**

· Parents are expected to be familiar with the school’s Acceptable Use Agreement. Familiarity will enable parents to support students in adhering to the expectations set out in this document.

· It is essential that parents report any incidents of Cyberbullying or unsafe cyber-behaviour that they become aware of to the school.

**Evaluation:**

· This policy will be subject to a regular cycle of reviews.

**References/Resources/Agreements and Policies:**

· Cybersmart program- Australian Communications and Media Authority**[www.acma.gov.au](http://www.acma.gov.au/)**

· **[www.cybersmartkids.com.au](http://www.cybersmartkids.com.au/)**

· eSmart School Program -The Alannah and Madeline Foundation

· **[www.education.vic.gov.au/studentlearning/elearning](http://www.education.vic.gov.au/studentlearning/elearning)**

Reviewed April 2018