



eSmart Digital Technologies and Associated Devices Policy

Rationale

Edenhope College recognises the importance of preparing and guiding students to be effective, responsible and safe digital citizens. Information and Communication Technologies (ICT) and the devices required for access can increase student engagement and enhance learning when used appropriately and skilfully by students and staff. We believe that explicitly teaching students about safe and responsible online behaviours and becoming 'eSmart' is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us by modelling and encouraging this behaviour at home. This eSmart policy documents the shared responsibility and agreement between school, staff, students and parents for the safe and ethical use of ICT and associated devices. *Edenhope College is cognisant of the risks to children's safety that exist in an online environment and will take every possible precaution to protect students when they are working in this environment.* Reference – Child Safe Standards – Effective from August 1 2016

<http://www.vrqa.vic.gov.au/childsafepages/schools.html>

What is an eSmart school?

An eSmart school is a school where the smart, safe and responsible use of information and communications technology is a cultural norm. Students, teachers and the wider school community are equipped to embrace the best these technologies can offer, while being savvy about the pitfalls.

Implementation

This policy should be read in conjunction with:

- The College Student Engagement and Wellbeing Policy
 - Anti-Bullying Policy
 - Positive Behaviour and Discipline Policy
- The 'eSmart Acceptable Use Agreement'
- Child Safety Standards

All members of the school community are made aware of and have access to this agreement and the policies listed above. All students and parents sign a copy of the 'eSmart Acceptable Use Agreement' and agree to comply with this policy as an indication and acceptance of the shared school community commitment to providing our students with quality ICT and learning experiences in a safe, respectful and responsible manner. Information is provided on the College website, via Xuno Learning Management System, the College newsletter and through curricular and extra-curricular learning experiences.

School 'eSmart' Statement

Edenhope College is largely a 1:1 learning environment where the power of technology is embraced to enable all students to have access to high quality online resources and information. Students in Year F-2 have access to iPads; students in Year 3-12 take possession of school owned devices under a rental agreement with the College. The agreement varies according to the type of device and which year level it is allocated to. Parents/guardians are provided with this information within the Parent Payment information that is disseminated for the coming school year.

Edenhope College supports 'eSmart' safe, responsible and positive behaviours online, at school and non-school locations by:

- Requiring members of the school community to engage in and promote a safe, inclusive and supportive learning online and off-line learning environment.
- Implementation of the eSmart framework to ensure students, parents, staff and community are educated and informed on how to be safe, respectful and responsible users of ICT and devices. Edenhope College supports and models the eSmart framework of developing a cultural norm of smart, safe and responsible use of ICT within our school community.
- Having a Student Engagement and Wellbeing Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour online or off-line.
- Raising our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervising students when using digital technologies for educational purposes.
- Providing a filtered internet service but acknowledging 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/students with a copy of this policy and agreement.
- 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.

Expectations and Responsibilities

Staff Expectations and Responsibilities:

- Staff must abide by the **eSmart Acceptable Use Agreement** – they are to model and teach eSmart – cybersafety as part of their classroom curriculum where appropriate.
- 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 **eSmart Digital Technologies and Associated Devices Policy and eSmart Acceptable Use Agreement**. They must report any breaches and follow the process outlined in the school Positive Behaviour and Discipline Policy in taking action and applying consequences.
- Staff need to be aware of and comply with Privacy and Copyright legislation as it applies to education.

Student Expectations and Responsibilities

- Students must comply with the the **eSmart Digital Technologies and Associated Devices Policy and eSmart Acceptable Use Agreement**.
- Students are encouraged to report any incidents of cyberbullying or inappropriate use of technology that they are aware of.
- Students are expected to report such matters to both parents and school staff.

Parent Expectations and Responsibilities

- Parents are expected to be familiar with the college the **eSmart Digital Technologies and Associated Devices Policy and eSmart Acceptable Use Agreement**.
- Parents are expected to be familiar with the eSmart policy, process and information. The school will provide this but valuable resources are also available from sites listed below.
- It is essential that parents report any incidents of cyberbullying or unsafe cyber-behaviour that they become aware of to the school.

<https://www.amf.org.au/what-we-do/esmart/>

<https://www.esafety.gov.au/>

<https://budd-e.cybersmart.gov.au/>

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/advicecybersafe.aspx>

Conditions of Use: School Owned Devices:

Ownership:

- Parents/guardians and students should be aware that files and data stored on the school network and/or school owned devices are not private and the school reserves the right to check these files at any time.
- Devices stored at school are to be stored safely and securely in the trolleys, cupboards and library provided for this purpose. Access to the devices must be granted by a staff member before any device can be used by a student.
- Devices are owned by the College.
- The College policy is that the ICT Rental Payment be paid or a Payment Plan is in plan before a device will be issued to a student.
- Students must follow all instructions related to the care and handling of school owned devices.

Damage or Loss of Equipment:

- Equipment refers to any school-owned device whether it is in the possession of the student or based on-site at school.
- All devices are covered by a manufacturer's warranty. These warranties cover normal use of the device and manufacturing defects. It does not cover negligence, abuse or malicious damage.
- Any problems, damage, loss or theft must be reported to the College staff immediately.
- Students/parents/guardians may be required to replace lost or damaged peripheral equipment, such as chargers, mice, keyboards and monitors.

- If a device is lost or damaged, the Principal or their nominated representative may determine that the student responsible or their parent/guardian is required to pay the costs associated with repair or replacement. Students/parents/guardians will be informed and provided with an invoice to cover the repair/replacement costs.

Standards for the Device:

- Students must adhere to the the **eSmart Digital Technologies and Associated Devices Policy and eSmart Acceptable Use Agreement** when using the device in any location. The agreement applies to external locations as well as school.
- The student should save school related data on the server on a regular basis. It is important to ‘back-up’ files regularly.
- Technical support at school prioritises school-owned devices. Technicians’ prioritise their work to ensure quality teaching and learning can continue with these devices.
- The College has opted not to participate in a Bring Your Own Device (BYOD) program. BYOD devices require substantial infrastructure and policy development that the school does not have at this time.

Definition of Digital Technologies

This policy and the **eSmart Acceptable Use Agreement** applies to digital technologies and learning environments established by our school or accessed using school owned devices, networks or systems or on devices brought to school. The school does not provide or permit access to inappropriate sites. Students are advised not to access unapproved or inappropriate sites at school or at any other time using a school-owned device or devices brought to school. Digital technologies may include (but are not limited to):

- School owned ICT devices (e.g. desktops, notebooks, printers, scanners)
- Mobile phones (refer to the Mobile Phone Policy for additional information)
- Email and instant messaging
- Internet and the Online Portal
- Blogs, Vod and Podcasts
- Micro-blogs (e.g. Twitter)
- Social Media (eg Facebook)
- Picture and video sharing (eg Instagram, Snapchat)
- Forums, discussion boards, groups and the Learning Management System (e.g. Google groups, Xuno)

Ratified by School Council: 16/05/2016

Review: Annually