COLAC SECONDARY COLLEGE

ESMART POLICY

PURPOSE

At Colac Secondary College we support the rights of all members of the school community to be provided with, and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

BROAD GUIDELINES

Colac Secondary College will:
- Provide a safe, secure and caring learning environment.
- Develop safe practices for the use of the Internet and digital technologies for learning.
- Establish transparent expectations for students, teachers and the community when using the Internet and Digital Technologies.
- Community College uses the Internet and digital technologies as a learning tool to improve student learning outcomes, by increasing access to worldwide information and platforms to foster the skills required to be successful in a world where technology is ubiquitous.
- Our school embraces the benefits of technology and is committed to reducing students' exposure to cyber risks. Within this context, the objective of this policy is to ensure smart, safe and responsible use of digital technologies and Internet within our school community.
- This policy should be read in conjunction with Colac Secondary College's Digital Learning Acceptable Use Agreement, the DET Acceptable Use Policy for ICT Systems and the Student Engagement and Wellbeing Policy.
- Assist students and members of the school community to differentiate between bullying and inappropriate social interactions.
- Foster social responsibility in all students so that they report inappropriate behaviour towards others rather than act as bystanders.
- Recognise that explicitly teaching students about safe and responsible eSmart behaviour is essential in the lives of students and is best taught in partnership between home and school.

IMPLEMENTATION
- Colac Secondary College's Acceptable Use Agreement of Internet and Digital Technologies is discussed with students and parents are asked to sign agreement.
- All students in Years 7 to 12 have signed a copy of the Acceptable Use Agreement of Internet and Digital Technologies.
- Members of staff use Digital Technologies and Internet in accordance with the DET Acceptable Use Policy for ICT Systems.
- Protocols for safe, respectful and responsible use of technology are present and clearly visible in all Learning Spaces.
- A copy of all school ICT and eSmart policies are displayed on the school website.
- Breaches of Acceptable Use Agreements are recorded on Compass and are dealt with accordingly

- The school community will be updated on a regular basis through newsletters, social media, special events and the school website.
- Safe and responsible use of technology in line with Colac Secondary College's CORE values will be taught in all year levels, with the support of the Leader of Digital Learning.
- Responsibilities within our community have been shared
- Members of Staff at Colac Secondary College have the responsibility to ensure that:
- They are familiar with eSmart approaches and understand the philosophies of the eSmart program, necessary for teaching digital literacy.
- They are aware of cyber bullying and able to identify and look for signs of occurrence amongst students.
- Students are aware that any form of cyber bullying is prohibited at Colac Secondary College.
- Students are aware of the consequences of cyberbullying.
- All cases of cyber bullying are reported to the ICT Leader/Principal/Assistant Principal and responded to promptly.
- There is effective supervision of digital technology usage in Learning Spaces and the school to monitor and deter cyberbullying.
- All teachers have a responsibility to respond to, investigate, follow up and monitor incidents of cyberbullying.
- Students at Colac Secondary College have the responsibility to ensure that:
- The Colac Secondary College values of Honesty, Respect, Responsibility and Achievement, are demonstrated when using digital technologies.
- Only approved digital technologies are used in accordance with the signed Acceptable Use Agreement of Internet and Digital Technologies and in line with the school curriculum program.
- They do not breach the privacy of students, staff and members of the school community through any unauthorised publishing of photography, video, or defamatory comments on social media or networking sites and applications.
- All incidents of cyberbullying are reported to a member of staff.
- They take steps to protect their own (and others) privacy and personally identifiable information.
- Parents of Colac Secondary College have the responsibility to ensure that they:
- Are familiar with the school's Acceptable Use Agreement of Internet and Digital Technologies so they can support their child to adhere to the expectations set out in the document.
- Report any incident of cyberbullying or unsafe cyber behaviour that they become aware of, to the school as soon as possible.
- Respect the privacy of students, staff and members of the school community through only authorised uploading, recording or filming.
- Any form of bullying, whether physical, verbal or cyber is unacceptable and incidents of cyberbullying must be reported to a staff member.
- Incidents will be investigated and recorded on compass
- Students have a safe way to report cyberbullying/ incidents that cause them concern.
- Any parent who believes that their child is being cyberbullied should contact the school. In the first instance, contact will be with the teacher or team leader and then the Assistant Principal or Principal.
- Parents will be notified if students are involved in any incidents of cyberbullying and appropriate and proportional consequences will be followed

REFERENCE:
Using Social Media: Guide for DET Employees
http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx
ACMA Cybersmart Resources: http://www.cybersmart.gov.au
Cybersafety, Bullying and Cyberbullying
http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolrescybersafety.aspx

EVALUATION

This policy will be reviewed every three to four years or more frequently if necessary due to changes in

regulations or circumstances.

Council Approval date	June 2021
Review date	2025
DET/VRQA required	Optional