

1.0 Rationale

Cheltenham East Primary School (CEPS) has an obligation to provide a safe, secure and caring learning environment which includes digital learning and communication using digital technologies. The internet provides exciting opportunities for student engagement and learning. However, students must also be cyber-ready and cyber-safe, to prevent exposure to cyber-bullying or unacceptable behaviour that occurs in the online world, or using technology. CEPS does not tolerate any form of bullying towards students and staff. 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.

2.0 Goals

To establish clear expectations for the CEPS community with regard to cyber-safety, linking student wellbeing and ICT.

3.0 Definitions

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

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

ICT Equipment/devices in this document includes, but is not limited to, computers, laptops, iPads, 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.

Existing supportive documentation

- Student expectations and consequences outlined in the CEPS Student Engagement Policy
- CEPS ICT Policy
- CEPS ICT Acceptable Use Agreement for use of Internet and Digital Technologies (signed annually by each student)
- eSmart Incident Report Folder (cyber-safety related) – folder kept in Principal's office

4.0 Implementation

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



- All teachers must go over the ICT Acceptable Use Agreement each term and more often if the need arises.
- Students must sign a copy of the ICT Acceptable Use Agreement annually.
- Serious breaches of the ICT Acceptable Use Agreement should be referred to members of the Principal Class, and parents/guardians contacted. Serious breaches include those of a nature considered to be highly inappropriate in a primary school setting, such as deliberate and malicious use of communication tools, adult content, etc.
- Information will be provided to the school community through newsletters, information sessions and the school's website.

Staff Expectations

- Staff must abide by the ICT 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 ICT Acceptable Use Agreement. They must document any breaches, and follow through with consequences when required.
- Staff need to be aware of Copyright Legislation.
- Curriculum planners are to incorporate safe and responsible use of ICT.
- Staff are expected to report all cases of cyber-bullying which come to their attention, in the eSmart Incident Report Folder, with hard copy of evidence (if applicable) and to school leadership.

Student Expectations

- Students must follow the guidelines listed in the ICT Acceptable Use Agreement.
- Students are encouraged to report any incidents of cyber-bullying 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 sign and be familiar with the school's ICT 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 cyber-bullying or unsafe cyber-behaviour that they become aware of to the school.



5.0 Resources

- CEPS Student Engagement Policy
http://cheltenhameast.responsive.classfocus.com.au/wp-content/uploads/sites/157/2017/03/Student-Engagement-Policy_V11.pdf
- CEPS ICT Policy http://cheltenhameast.responsive.classfocus.com.au/wp-content/uploads/sites/157/2017/03/ICT-Policy_V4.pdf
- CEPS ICT Acceptable Use Agreement
<http://cheltenhameast.responsive.classfocus.com.au/wp-content/uploads/sites/157/2017/03/ICT-Agreement.pdf>
- eSmart School Program - The Alannah and Madeline Foundation
<https://www.amf.org.au/what-we-do/esmart/>

6.0 Evaluation

This policy was last updated on 16th November 2018 and is scheduled for review in November 2019.

7.0 End of Document