

eSMART POLICY

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PURPOSE

Howrah Primary is committed to providing a safe, responsible and caring learning environment for all of its students. The internet and digital technologies provide many opportunities for student engagement and learning. It is important for students to be responsible and safe when working in the online environment or using technology. Students must be cyber-ready and cyber-safe, to prevent exposure to cyberbullying or unacceptable behaviour that may occur.

The eSmart Policy should be read in conjunction with the following policies or documents (which can be found on the [Howrah Primary Intranet](#) or [Department of Education Policy Library](#)):

- ICT Acceptable Use Policy (Howrah Primary)
- Discrimination and Harassment Policy (Tasmanian DoE)
- Learner Wellbeing and behaviour Policy (Tasmanian DoE)
- Conditions of Use Policy for All Users of Information and Communication technology (Tasmanian DoE)
- National Safe Schools framework (Australian Government)

POLICY OBJECTIVE

Howrah Primary School has a whole school approach to eSafety in order to ensure that:

- Students are protected from bullying and cyberbullying while at school
- Students develop the skills to keep themselves cyber safe in their home environment.

REQUIREMENTS

All staff members will be familiar with the above policy documents. These policies are accessible through the policies page on the Howrah Primary Intranet. Staff are to familiarise themselves each school year with each policy document and carry out the necessary requirements within their classroom and as part of their daily duties while at school.

At the beginning of each school year, and at any other time as needed, teachers are to familiarise students with the appropriate settings in place for using digital technologies, including both the safe handling of equipment together with the consequences imposed if incorrect use occurs.

Throughout each school year, students will learn about being eSmart as part of the Health and Physical Education, HASS and Technology curriculums in relation to:

- Staying safe online
- How to deal with conflict, bullying, cyber-bullying and harassment
- Building confidence, resilience and persistence
- Howrah Primary School will use the following resources to enhance their teaching of an eSmart curriculum:
- Incursions and excursions.
- eSmart Schools and the Digital Licence
- ThinkUKnow

- Roar Educate
- Bounce Back
- Positive Behaviour Support (PBS)
- Child Safe Standards
- Respectful Relationships Education
- School policies, plans and agreements

Howrah Primary School is committed to educating not only its students but also its wider community. As such, information relating to the eSmart Curriculum will be produced and distributed through school newsletters. Cyber safety information sessions, which may include guest speakers, will be made available to the wider school community at times and will be advertised through the normal school channels of communications.

Parents, students and teachers must sign an Acceptable Use Agreement annually.

An enlarged copy of the Acceptable Use Agreement must be displayed where digital technologies are used.

All staff members are responsible for ensuring that students adhere to the Acceptable Use Agreement. Any breaches of this agreement will be documented, and appropriate consequences as set out in the agreement will be given.

All staff must role model acceptable use of technology behaviours.

In line with the Bullying and Harassment Policy, all students and staff are responsible for reporting any form of bullying (including cyber-bullying) or harassment to either a teacher or the Principal/Assistant Principals, who will follow the procedures as set out in the above mentioned policy document.

The school community, as a whole, has a responsibility for the safety of the students, and as such, parents and carers and others who witness any form of conflict, bullying (including cyber-bullying) or harassment are expected to report this to the Principal/Assistant Principals as soon as is practicable.

REVIEW

This policy will be reviewed as part of the school's four year review cycle.

Review date: July 2022