<p align="center">**CHALCOT LODGE PRIMARY SCHOOL**</p>

POLICY: eSmart	**INITIAL COPY**	**RATIFIED REVIEW**
	1/3/2016	**10/08/16**

PURPOSE

Chalcot Lodge Primary school uses the Internet as a learning tool to improve student learning outcomes by increasing access to worldwide information. The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks (such as cyberbullying, online sexual predation, sexting, identity theft and fraud) when using the Internet. This policy should be read in conjunction with the 'eLearning and Technology Policy'.

GUIDELINES

- Establish an eSmart culture which is in keeping with the values of the school and the expectations outlined in the 'Technology Policy' and the 'well being and disciplinary policy.'
- Educate Chalcot Lodge Primary School students to be smart, safe, responsible and ethical users of digital technologies as per the 'Technology Policy.'
- Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives and is best taught in partnership between home and school.
- Achieve accreditation as an eSmart school by meeting all criteria as outlined in the eSmart System Tools.

IMPLEMENTATION

- Chalcot Lodge Primary school staff have knowledge of the philosophies of the eSmart program and are provided with the information necessary for Cybersafety education.
- All Chalcot Lodge Primary school students will undertake a Cybersafe program (ICT Specialist) and will be required with their parents to sign an Internet Licence Agreement before they will be permitted to use any information and communications technology (ICT) at school.
- Safe and responsible online behaviour is explicitly taught at our school.
- Chalcot Lodge Primary School staff will raise student awareness of issues such as online privacy and intellectual property including copyright.
- Chalcot Lodge Primary School will supervise students when using digital technologies for educational purposes and provide a filtered internet service whilst acknowledging that full protection from inappropriate content can never be guaranteed.
- Mobile phones and other personal electronic devices may only be brought to school with prior permission of the Principal. Parents and students must comply with the conditions of use which prohibits students from accessing mobile phones and other personal electronic devices within the school grounds, during school times. If Permitted, the device needs to be handed in to the office in the morning and it will be stored in a secure place. The device can then be collected at the end of the day.
- Chalcot Lodge Primary School will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- All incidents of Cyberbullying must be referred to the Principal, Assistant Principal and the ICT coordinator for investigation and any action taken will be in line with the 'Well being and disciplinary policy.'
- Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying.
- Students are advised to report an incident to their teacher immediately if:
  - They have experienced an incident of Cyberbullying.
  - They feel the welfare of other students at the school is being threatened.
  - They come across sites which are not suitable for our school.
  - Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information.
  - They accidentally do something which is against the rules and responsibilities they have agreed to.
- Any student who does not follow the rules of the Internet Licence Agreement and the 'Technology Policy' will lose their ICT privileges for a length of time as deemed appropriate by the Principal or ICT Coordinator. They will also be required to complete additional Cybersafety lessons before their privileges are returned.
- The eSmart Agreement also applies during school excursions, camps and extra –curricular activities.

EVALUATION

The eSmart policy will be reviewed by the eLearning Coordinator in conjunction with the Education Policy Committee, every three years or sooner if required.