



No. 5218

# Sunbury & Macedon Ranges Specialist School

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## eSMART POLICY

### STATEMENT:

At Sunbury and Macedon Ranges Specialist School, we want all students to feel safe as well as families and the school staff. The school will provide a safe, inclusive, supportive and ordered learning environment. We will work with the school community to support our students in being responsible and productive members of this community.

We are committed to the safety, participation and empowerment of all children. We have legal and moral obligations to contact authorities when we are concerned about a child's safety. Sunbury and Macedon Ranges Specialist School is committed to preventing child abuse and identifying risks early and removing and reducing these risks. Sunbury and Macedon Ranges Specialist School has robust human resources and recruitment practices for all staff and volunteers and is committed to regularly training and educating our staff and volunteers.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

### RATIONALE:

Young people have fully embraced the use of information and communication technologies to maintain contact with friends and make new ones. They send emails, create their own websites, post intimate personal news and/or photographs in blogs (online interactive diaries), or social media sites (such as Facebook, Instagram or twitter), send text messages and images via mobile phones, message each other through IMs (instant messages), chat in chat rooms etc.

While most interactions are positive, there are increasing reports of these technologies being used to harass and intimidate others. This has become known as cyber bullying.

Bullying in any form is unacceptable.

### AIMS:

- To reinforce within the school community what cyber bullying is.
- For the school community to be aware of signs that indicate a student is being bullied.
- To encourage everyone in the school community to be alert to signs and evidence of bullying and to be aware that they have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and cooperation at all times.

- To reinforce with students safe behaviour with regard to preventing cyberbullying e./g/ privacy with regard to log-in passwords and phone numbers and receipt of unsolicited messages. This will include teachers' duty of care when using the internet/intranet.

#### **DEFINITION:**

- Bullying is deliberate, hurtful gestures, words or actions which are repeated overtime.
- Bullying involves the misuse of power by an individual or group towards one or more persons.
- Cyber-bullying involves the use of information and communication technologies (ICT) to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others
- Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person. It involves the use of information and communication technologies (ICT) to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others

#### **IMPLEMENTATION:**

- Teachers, parents, students and community will be made aware of the school's position on bullying and cyber bullying.
- The school community will be provided with Cybersafety information on a regular basis.
- Teachers will be regularly reminded of their duty of care regarding protection of students from all forms of bullying.
- Students will be made aware of the need to report incidents of bullying as soon as possible.
- Students will report to an appropriate adult if bullied or harassed or if they are aware, that someone else is being bullied or harassed.
- The school will review and update bullying policies and practices as appropriate. See Appendix

Students will support the school in maintaining a safe and supportive environment if they:

- Are respectful towards other students, staff and members of the school community
- Actively participate in school anti bullying programs and other sessions regarding behaviour expectations
- Report an incident immediately
- Support peers to report incidents
- Learn to be an effective bystander, so that bullying is discouraged through peer influence.

Responsibilities of staff:

- Enforce, maintain, communicate and model the school's expectations related to bullying
- Support students to be effective bystanders
- Respond to reported incidents as soon as possible.
- Keep open communication between student, parent and the school regarding the progress of the report
- Reinforce the **Acceptable Use Policy for DET ICT Systems.**

Responsibilities of parents:

- \_ Provide support for their child to report incidences as soon as possible.
- \_ Communicate in a respectful manner with school staff regarding their concern

**References/Resources/Agreements and Policies:**

DOE - Respectful Relationships

SMRSS Student Engagement and Wellbeing policy

SMRSS: Mobile Phone Policy

[www.esmartschools.org.au](http://www.esmartschools.org.au)

[www.acma.gov.au](http://www.acma.gov.au)

SMRSS: Acceptable Use of the Internet, Email and other Electronic Communications Policy.

[www.staysmartonline.gov.au](http://www.staysmartonline.gov.au)

<https://www.vic.gov.au/bully-stoppers>

<b>Created date</b>	October 2023
<b>Consultation</b>	School council School website
<b>Endorsed by</b>	Principal: Joanne Nolan ..... School Council President: Amanda Solarino .....
<b>Endorsed on</b> – October 2023 2024	<b>Next review date</b> one - year cycle October 2024

## Appendix A

### Sunbury Macedon Ranges Specialist School Student Teaching and Learning eSmart

Sunbury Macedon Ranges Specialist School believes the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. To benefit from opportunities provided through an online environment and digital technologies, students need to be safe and responsible users. Safe and responsible behaviour is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

#### **Part A. School support for the safe and responsible use of digital technologies**

Sunbury Macedon Ranges Specialist School uses the internet and digital technologies as teaching and learning tools. The internet and digital technologies are integral resources to facilitate student learning and must be used responsibly.

Students are expected to use the internet and digital technologies responsibly and safely at SMRSS. Parents/guardians should be aware that the nature of the internet and smart phones is such that full protection from inappropriate content can never be guaranteed.

#### **At SMRSS we:**

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviours.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such, we are required to report this to the police.
- Support 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.

#### **Part B. Safe and Responsible Behaviour**

**Students will be expected to :**

##### **1. Communicate respectfully**

This means:

- use the internet for learning.
- never send mean or bullying messages or pass them on
- will not use actions online to be mean to others.
- will not copy someone else's work or ideas from the internet and present them as their own (I will include the website link).

## **2. Protect personal information:**

This means students will:

- protecting their privacy; not giving out personal details including:
  - my full name
  - photos
  - birthday
  - telephone numbers
  - address
- not sharing passwords and images
- protecting the privacy of others; never posting or forwarding their personal details; names, birthdays, addresses, phone numbers or images without their consent
- Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements). If my understanding is unclear, I will seek help from a trusted adult.
- never answer questions online that ask for my personal information.
- Only join a space online with my parents or teacher's guidance and permission.

## **3. Looking after others and myself:**

This means students will:

- only use images, text, audio and video under staff direction
- turn the screen off if they see something I don't like and tell a teacher or adult
- Use equipment carefully.

Speak to a trusted adult if:

- someone is unkind
- see something that makes them feel upset or if they need help
- see others being unsafe, inappropriate or hurtful online
- know someone else is upset or scared

## **4. Mobile phone:**

Students to be safe and responsible user at all times when using their mobile phone.

This means they respect others by:

- communicating with them in a supportive manner, never verbally or in writing participating in bullying (harassing phone calls/text messages or other hurtful online behaviours by forwarding messages)
- securely storing the phone in a safe location held by a teacher during school hours (except for approved learning purposes)