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ST JAMES  
THE APOSTLE  
CATHOLIC PRIMARY SCHOOL  
*Learning with strength  
and in gentleness*

## *eSmart Policy*

### *Rationale*

St James the Apostle Primary School (**the School**) is committed to the wellbeing and safety of all its students and staff. This is supported by a whole school approach to online safety and student well-being.

Therefore, the School's eSmart policy encompasses agreements, procedures and acceptable behaviours related to cybersafety, cyberbullying, cyber-risks and use of ICT tools. The School's eSmart policy is underpinned by *The National Safe Schools Framework* vision that:

*All Australian schools are safe, supportive and respectful teaching and learning communities that promote student well-being. (NSSF, 2013)*

The School has developed this eSmart policy using resources and information from the Victorian Department of Education, Australian Government Office of the eSafety Commissioner, and through guidance from the eSmart program, which is an initiative of the Alannah and Madeline Foundation.

The School has an eSmart committee that has collaborated on developing this policy and procedures.

### *Function*

This eSmart policy is an umbrella policy to bring together existing School policies and procedures around student wellbeing, online safety and bullying.

Each element of the eSmart framework has particular existing School policies and procedures that are connected. These School policies and procedures will be listed within this policy.

The eSmart logo is used within the existing School policies and procedures to highlight the parts that connect with this eSmart policy.



This eSmart policy also has connections to some Catholic Education Melbourne policies that the School follows. These policies will be named in each element but will not be marked with the eSmart logo.

Catholic Education Melbourne policies can be found at <http://www.cem.edu.au/publications-policies/policy-documentation>

All School policies are available to view at the School Office or online via the School's website at <http://www.sjhcn.catholic.edu.au/our-school/school-policies/>

## *eSmart Schools Purpose*

An eSmart committee guides the school in the process of delivering wellbeing outcomes and the smart, safe and responsible use of technology and for all members of their community. Explicit guidelines are in place to provide consistent approaches to supervision of students when they are in the school grounds, corridors and when using digital technologies. Students are empowered to report incidents of bullying and other forms of challenging behaviour. Induction processes are in place to provide support for new students, families and staff to become members of the eSmart school community.

## *Connected Policies and Procedures*

School policies and procedures:

- Behaviour Management Policy
- Anti-Bullying and Harassment Policy
- Child Safe Policy
- Child Safe Code of Conduct

## *Student Supervision*

Students are always supervised within learning spaces by teachers. Staff ensure line of sight is clear and appropriate when working with children, with internal doors left open when needed.

Learning Support Staff are always supervised by a registered teacher when working with students.

When outside, students are supervised by yard duty teachers in each area. Staff are expected to move around play areas, ensuring that they cover the entire area throughout their period of yard duty.

When moving around the school on messages, errands or to go to the toilet, students stay in groups of three at all times. They take the most direct route to their destination, trying to remain within the main building where possible.

Students are supervised when using digital devices and other ICT tools. They are not permitted to use these tools when inside during breaks that have been classified as *inclement weather* as it is more difficult to supervise these devices and tools appropriately.

## *Induction*

New staff are inducted into the School by the Principal and Deputy Principal, along with other members of the Leadership Team where appropriate.

All staff are given a Staff Handbook at the beginning of the year that outlines their roles and responsibilities as staff members of the School. This Handbook includes all relevant policies and procedures, including excerpts of this eSmart Policy.

Prep families and other new families to the School receive a School Handbook at enrolment, which includes information about School procedures.

### *eSmart Schools Purpose:*

*eSmart whole-school policies and procedures are collaboratively developed by all members of the school community. They provide guidance for staff, students, parents and others about what constitutes a safe, respectful and caring environment where technologies are used smartly, safely and responsibly for learning and communicating. There is an accepted and understood model for whole-school behaviour management, and teachers have the skills to respond quickly, sensitively and consistently to negative behaviours of all kinds, including the use of technology to threaten or bully.*

### *Connected Policies and Procedures*

School policies and procedures:

- Behaviour Management Policy
- Student ICT Usage Policy (including Student Agreement)
- Employee Use of Social Media Policy
- Enrolment Policy
- Staff Use of YouTube and Other Streaming Media Policy
- Child Safe Policy
- Child Safe Code of Conduct

Catholic Education Melbourne policies:

- Policy 2.26: Pastoral Care of Students
- Policy 2.19: Child Protection – Reporting Obligations

## *A Respectful and Caring School Community*

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### *eSmart Schools Purpose:*

*An eSmart school has a strong set of values to guide behaviour, and applies these values to the respectful, smart safe and responsible use of technologies. There is a collaboratively formed agreement and set of written protocols about what positive relationships look like at all levels of the school. Teachers model respectful behaviours at all times, in and out of the classroom. A wide range of authentic opportunities, including leadership, exists for students within and across all year levels to interact in formal and informal ways.*

### *Connected Policies and Procedures*

School policies and procedures:

- Student ICT Usage Policy (including Student Agreement)
- Employee Use of Social Media Policy

- Enrolment Policy
- Child Safe Policy
- Child Safe Code of Conduct

Catholic Education Melbourne policies:

- Policy 2.26: Pastoral Care of Students

Other:

- Victorian Teaching Profession Code of Conduct issued by the Victorian Institute of Teaching

### *Interactions*

Students work within year levels throughout the day. For organisational purposes, students begin as home groups at the start of a day. Throughout the day, students work as:

- Whole groups – home group or mixed within the year level
- Small group
- Teacher directed small group
- Partners
- Individuals

Teachers use the grouping that is most appropriate for the learning being undertaken.

When playing at break times, students share all play areas and therefore interact with all students. Some groups of students may be given specific areas for particular reasons, such as the Year Prep students only playing together in an area at the beginning of a year. Students are encouraged to play with other students in their year level and with students one year older and one year younger, for example, Year 2 students could play with Year 3 students and Year 1 students.

## *Effective Teacher Practices*

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### *eSmart Schools Purpose:*

*Teachers in an eSmart school use and model techniques that encourage positive peer relationships that enhance wellbeing and help to prevent the development of all bullying and other negative behaviours. Teachers have an agreed approach to classroom management and are capable of making prompt, effective and consistent responses to bullying, cyberbullying and other negative or self-risking behaviour on or offline. Teachers undertake, use and share professional learning about recent developments in technology and as part of their regular practice, use and model smart, safe and responsible use of technologies.*

### *Connected Policies and Procedures*

School policies and procedures:

- Student ICT Usage Policy (including Student Agreement)

- Employee Use of Social Media Policy
- Behaviour Management Policy
- Staff Use of YouTube and Other Streaming Media Policy
- Child Safe Policy
- Child Safe Code of Conduct

Catholic Education Melbourne policies:

- Policy 2.18: Professional Learning for Staff

Other:

- Victorian Teaching Profession Code of Conduct issued by the Victorian Institute of Teaching

## *An eSmart Curriculum*

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### *eSmart Schools Purpose:*

*The eSmart curriculum explicitly teaches about rights and responsibilities, awareness of bullying, social and emotional skills, digital literacy and citizenship. It teaches about the smart, safe and responsible uses of technology and identifies where and how these are taught. The critical, resourceful use of technology for learning is embedded in the curriculum. Students are enabled to develop and present information on bullying, cyberbullying and cybersafety and demonstrate the positive use of information and communications technologies to a variety of audiences.*

### *Connected Policies and Procedures*

School policies and procedures:

- Assessment and Reporting Policy
- Child Safe Policy

### *eSmart Curriculum*

The School has designed an eSmart curriculum, showing how online safety knowledge is built on from Years Prep to Six. This curriculum is linked to Victorian Curriculum documents and contains skills, competencies and knowledge that are reportable against.

Year levels work in conjunction with curriculum leaders to plan and develop units of work and learning sequences that include and integrate opportunities to teach these skills and competencies, alongside dedicated eSmart-focussed units of work.

Planning documentation includes a dedicated section to identify the ICT tools being used and the eSmart skills needed to be taught alongside their use. A section for Social and Emotional Learning intentions and success criteria is also included.

Students learn about how to be safe offline and online through child safety programs, such as the Daniel Morcombe Child Safety Curriculum.

## *Partnerships with Parents and the Local Community*

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### *eSmart Schools Purpose:*

Parents/carers have an integral place in the eSmart School: they are involved in the life of the school, for example on committees and have a strong voice in determining policy. A range of education opportunities is provided for them, including information on bullying, social learning and the smart, safe and responsible use of digital technology. Where possible, the school reaches out to other parts of the local community to create a consistent approach to cybersafety and wellbeing.

### *Connected Policies and Procedures*

Catholic Education Melbourne policies:

- Policy 2.25: Parents as Partners

### *Parent Education*

Parents and caregivers are provided with a range of educational materials in a variety of forms, including:

- Fortnightly e-news (emailed and available online)
- Updates on Facebook and Twitter
- Year level term curriculum overviews
- Year level blogs
- Focussed eSmart / online safety sessions
- ‘How to Help Your Child at Home’ information sessions
- Posters displayed around the School

These materials provide information about bullying, social learning and online safety or direct parents to appropriate agencies for further information, such as the Office of the eSafety Commissioner.

### *Policy Review*

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This Policy will be reviewed every two years to take account of any changed technology, legislation, expectations or practices.

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*Authorised by: Mary Abbott (Principal)*

*Year of implementation: 2016*

#### **Version history:**

1.0 (April 2016): Original publication

2.0 (January 2018): Addition of policy links; references to Child Safety; correction of typographical errors; changes to procedures