

# eSmart Policy



## Purpose

The eSmart policy sets out the college's approach to creating a learning environment and culture where children, young people, staff members, parents and the wider college community can uphold positive digital citizenship and promote smart, safe and responsible use of information and communications technology.

## Scope

All staff, volunteers, contractors; whether or not they work in direct contact with children or young people. This policy will apply across a range of school forums (e.g. camps, online) and outside of school hours.

## Statement of Commitment to Child Safety

Carrum Downs Secondary College is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making, with particular attention paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

- Carrum Downs Secondary College has zero tolerance for child abuse.
- Carrum Downs Secondary College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.
- Every person involved in Carrum Downs Secondary College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.
- In its planning, decision-making and operations, Carrum Downs Secondary College will:
  - Take a preventative, proactive and participatory approach to child safety
  - Value and empower people to participate in decisions which affect their lives
  - Foster a culture of openness that supports all persons to safely disclose risks of harm to children
  - Respect diversity in cultures and child rearing practices while keeping child safety paramount
  - Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development
  - Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
  - Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
  - Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
  - Value the input of and communicate regularly with families and carers

## Policy and procedures

Policies and procedures outlining Carrum Downs Secondary College's approach to eSmart are outlined below. For further information, please contact the college's Principal or Assistant Principal.

## 1) Effective school organisation

Priorities	Policies and Procedures
eSmart committee	<ul style="list-style-type: none"> <li>▪ An eSmart Coordinator is appointed in the college. The eSmart Coordinator establishes and meets regularly with representatives from a range of professional background including parents to establish, implement and review eSmart priorities.</li> </ul>
Effective supervision of computers	<ul style="list-style-type: none"> <li>▪ Netbook Program Policy</li> <li>▪ On Site Supervision</li> <li>▪ Student Netbook Return Process Policy</li> </ul>
Regular and ethical collection of data	<ul style="list-style-type: none"> <li>▪ Wellbeing and Engagement Statement</li> </ul>
Reporting systems for students	<ul style="list-style-type: none"> <li>▪ Wellbeing and Engagement Statement</li> </ul>
Induction processes for students and staff to eSmart Schools	<ul style="list-style-type: none"> <li>▪ Induction Policy</li> </ul>

## 2) School plans, policies and procedures

Priorities	Policies and Procedures
Whole-school behaviour management plan and procedures	<ul style="list-style-type: none"> <li>▪ Student Engagement Policy</li> </ul>
Acceptable Use agreements	<ul style="list-style-type: none"> <li>▪ Acceptable Use Agreement For Internet And Digital Technologies</li> </ul>

## 3) Respectful and caring school community

Priorities	Policies and Procedures
A strong set of values guide behaviour	<ul style="list-style-type: none"> <li>▪ Bullying and Harassment Policy</li> <li>▪ Child Safe Environments Policy</li> </ul>
An agreed set of protocols guides everyday practice	<ul style="list-style-type: none"> <li>▪ Mandatory Reporting Policy</li> <li>▪ Police Check and Working with Children Check Policy</li> </ul>
Wide range of opportunities for cross-age interaction for all students in formal and informal ways	<ul style="list-style-type: none"> <li>▪ Disability Policy</li> <li>▪ Inclusion Policy</li> <li>▪ Student Leadership Policy</li> <li>▪ Wellbeing and Engagement Statement</li> </ul>

## 4) Effective teacher practices

Priorities	Policies and Procedures
Relationship-based pedagogies	<ul style="list-style-type: none"> <li>▪ Student Engagement Policy</li> </ul>
Teacher modelling of smart, safe and responsible use of technologies	<ul style="list-style-type: none"> <li>▪ Staff, Internet, Digital Technologies, Social Networking and Sharing Policy</li> </ul>
Effective classroom management skills and sense of responsibility and preparedness to respond to unsafe or harmful behaviour	<ul style="list-style-type: none"> <li>▪ Student Engagement Policy</li> <li>▪ Wellbeing and Engagement Statement</li> </ul>
Teacher capacity to address the 'smart' use of technology	<ul style="list-style-type: none"> <li>▪ Staff, Internet, Digital Technologies, Social Networking and Sharing Policy</li> </ul>

## 5) An eSmart curriculum

Priorities	Policies and Procedures
Explicit teaching of rights and responsibilities, awareness of bullying and social and emotional skills	<ul style="list-style-type: none"> <li>▪ Wellbeing and Engagement Statement.</li> </ul>
Teaching about cyber-risks and cyber-safe practices is evident in the curriculum	<ul style="list-style-type: none"> <li>▪ Wellbeing and Engagement Statement.</li> </ul>
Curriculum planning for smart, safe and responsible use of information and communications technology for learning	<ul style="list-style-type: none"> <li>▪ Wellbeing and Engagement Statement.</li> </ul>
Student-developed and owned resources on bullying, cyberbullying and cybersafety	<ul style="list-style-type: none"> <li>▪ Wellbeing and Engagement Statement.</li> </ul>

## 6) Partnerships with parents and the local community

Priorities	Policies and Procedures
Parent involvement in the eSmart school	<ul style="list-style-type: none"> <li>▪ Visitor's Policy</li> <li>▪ Wellbeing and Engagement Statement</li> </ul>
Parent education about bullying, cybersafety and the smart, safe and responsible use of information and communications technology	<ul style="list-style-type: none"> <li>▪ Netbook Program Policy</li> <li>▪ Wellbeing and Engagement Statement</li> </ul>
Links with community organisations	<ul style="list-style-type: none"> <li>▪ External Provider Policy</li> <li>▪ Visitor's Policy</li> <li>▪ Volunteers/Teachers in Training/Contract Workers Policy</li> <li>▪ Wellbeing and Engagement Statement</li> </ul>

### Definitions

A full list of definitions for eSmart is available at <https://www.esmart.org.au/>

**Evaluation:** This policy will be reviewed as part of the College's review cycle

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in June, 2016*