GREATER SHEPPARTON SECONDARY COLLEGE
eSMART POLICY

Approval Date:	22 November 2022	Approved by:	School Council
Review Cycle:	Three (3) years	Next Review Date:	November 2025
Responsible for Review:	eLearning Coordinator	Initial Endorsement Date:	22 November 2022

PURPOSE

eSmart refers to:

- The Alannah & Madeline eSmart Schools Framework is designed to help schools improve cyber safety and reduce cyber bullying and bullying, via a guided behaviour change initiative.
- Being eSmart involves all strata of the school community (Students, Parents, Teacher, and beyond) sharing a collective responsibility to build and maintain a safe and inclusive online environment through education and advocacy.

DEFINITIONS

Bullying is when someone repeatedly uses their power to hurt or intimidate others. Bullying can be verbal, physical, emotional, electronic or sexual. It may be planned, spontaneous or even unintentional. Greater Shepparton Secondary College provides a wider scope of definition for bullying in the Bullying Prevention Policy.

Cyber bullying is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or persons using the Internet, digital technologies (for example: mobile phones or tablets), social media or social networking sites such as Facebook and Twitter, or any other type of digital technology.

Cyber Safety is the act of taking precautions to protect and maintain anonymity of your own and/or another person's security and wellbeing when connecting and interacting with people in an online environment.

Digital Citizenship is a set of skills and behaviours required to be a successful learner, confident individual and effective contributor in digital social, education, and professional environments.

Digital Literacy is the knowledge, skills and behaviours required to use a broad range of digital devices to critically navigate, evaluate and create information and develop new social and economic opportunities for oneself and others in the community.

Digital Technologies are electronic devices, systems and resources that generate, store or process data. In this document it includes, but is not limited to, computer workstations, notebooks, cameras, smart phones, tablets, video and audio players/recorders, social media and networking sites and cloud solutions.

eSmart means knowing how to guard against security and privacy risks online, download content in a legal and ethical way, research and reference information, as well as manage reputation and relationships in cyberspace (The Alannah and Madeline Foundation).

School Community refers to the students, parents, teachers and visitors to Greater Shepparton Secondary College.

Social Media is computer-mediated services that are used as a means of supporting interactions among people and organisations in which they create, share and exchange information and ideas (for example: Twitter, Facebook, Tumblr, Snapchat).

MISSION

Greater Shepparton Secondary College, through the implementation of the eSmart Initiative, aims to:

- Provide a safe, secure and caring learning environment, on-site and online.
- Develop safe practices for the use of the Internet and digital technologies for learning.
- Establish transparent expectations for the school community when using the Internet and Digital Technologies.
- Aid the implementation of our School-Wide Positive Behaviour Support framework, with a focus on digital wellbeing, digital literacy, digital citizenship and incident management.
- Foster social responsibly in all students so that they report inappropriate behaviour towards others rather than act as bystanders.
- Recognise that explicitly teaching students about safe and responsible eSmart behaviour is essential in the lives of students and is best taught in partnership with the school community.

IMPLEMENTATION

- To maintain eSmart membership each year, the school will appoint the following positions with the detailed responsibilities:
  - eSmart Line Manager (AP4 or Exec, recommend Wellbeing NP)
    - Endorses the implementation of the eSmart Initiative at Greater Shepparton Secondary College.
    - Ensures the eSmart Coordinator or a representative of the eSmart committee reports to the Wellbeing SIT or relevant groups on their goals and activities.
  - eSmart Coordinator (eLearning Leader)
    - Assemble and lead the eSmart committee
      - Prepare and deliver meeting agendas and ensure minutes are documented and stored digitally.
    - Attend (or organise an attendant for) the eSmart SRC Subcommittee
    - Create and maintain agenda and minutes for eSmart meetings
    - Attend or liaise with the Wellbeing SIT when required
    - Meet with the eSmart Advisor each term
  - eSmart Committee (Open membership)
    - Review eSmart-associate policies
      - eSmart Policy
      - Acceptable Use of Technology policy

- Provide recommendations and implementation strategies for:
  - Curriculum inclusions around eSafety and digital wellbeing
  - Wellbeing policy around cyberbullying and digital wellbeing
  - Technological support on wellbeing monitoring and data gathering
- Other responsibilities as determined by the committee.
- Completion of the yearly eSmart Self-Assessment Tool.
- Link to eSmart Yearly Action Plan.
  - eSmart Student Representative Council (SRC) Subcommittee (Formed from members of the SRC)
    - Organise events throughout the year:
      - eSafety-themed events, resources and activities (round-tables, etc…)
      - "Do it for Dolly" Day
      - eSmart Week
      - eSports events/tournaments
      - ThinkUKnow presentations
      - Parent nights (community engagement meetings, webinars, etc…)
    - Survey students throughout the year on eSafety concerns/feedback.
    - Other responsibilities as determined by the committee.

- The eSmart Coordinator and Committee will be responsible for the implementation and review of the following initiatives each year:
  - Ensure all new and current students have signed an Acceptable Use of Technology agreement across all year levels.
  - Induction of all staff to the eSmart Initiative, ensuring all staff are familiar with the goals and ethos of being eSmart and how we will educate our school community to be eSmart. This will be conducted through a whole staff meeting and supporting documentation.
  - Ensure new and returning staff are provided an induction to the eSmart Initiative.
  - Induction new and returning families through social media promotion and induction letter in new/returning student communications.
  - Organise and support the planning and running of excursions/incursions and events that support the eSmart mission.
  - Establish the eSmart SRC Subcommittee in concert with the SRC Coordinator and interested student parties.
  - Support the eSmart SRC Subcommittee in the execution of their responsibilities and initiatives as outlined above.
  - Investigate and implement opportunities for the inclusion of eSmart-relevant education and resources through domain curriculum in line with the eSmart Scope and Sequence.
  - Ensure up to date and relevant copies of the eSmart and ICT policies are accessible on the school website.
  - Ensure up to date eSmart posters and informational materials displayed around the college.
  - Ensure the school maintains appropriate data collection of bullying and cyberbullying incidents.
  - Distribute eSmart news, information and invitations to events are announced to the school community via communications tools and social media.

o   Mandatory requirements for maintaining the eSmart status of Greater Shepparton Secondary College.

RESPONSIBILITY OF THE SCHOOL COMMUNITY

- Staff have a responsibility to ensure that:
    o   Through induction, staff will understand the mission of the eSmart program and be mindful of explicitly teaching digital literacy.
    o   Staff will be aware of cyber bullying, how it can occur and how to see signs of occurrence.
    o   Students are aware that any form of bullying, including cyberbullying, is prohibited by the school.
    o   Students are aware of the consequences of cyberbullying.
    o   All cases of cyberbullying are documented via Compass Chronicle and will be responded to by the House Leadership of that student.
    o   There is effective supervision of digital technology use in learning spaces to deter cyberbullying.
    o   Staff will role-model eSmart methods and strategies to remain safe online when using digital technologies.
- Students have a responsibility to ensure that:
    o   The school values of aspiration, integrity, respect and responsibility are demonstrated while using digital technologies.
    o   Only school-approved digital technologies are used in accordance with the signed Acceptable Use of Technology agreement and in line with the school curriculum.
    o   They do not breach the privacy of students, staff and members of the school community through any unauthorised publishing of photography, video, or defamatory comments on social media or networking sites and applications.
    o   All incidents of cyberbullying are reported to a staff member.
    o   They ensure that their personal information and data is secure to protect their security.
- Parents have a responsibility to ensure that:
    o   They are familiar with the Acceptable Use of Technology agreement so they can support their child to adhere to the expectations of their agreement.
    o   Report any instances of cyberbullying or unsafe online behaviour that they become aware of involving Greater Shepparton Secondary College students to the police and then the school.
    o   They do not breach the privacy of students, staff and members of the school community through any unauthorised publishing of photography, video, or defamatory comments on social media or networking sites and applications.

INCIDENT MANAGEMENT PROCESS

- Our management of incidents relating to cyberbullying are identified in our Bullying Prevention Policy and our SWPBS Classroom Behaviour Management Flowchart.

RELATED AND SUPPORTING POLICIES

Student Wellbeing and Engagement Policy

Digital Learning Policy

ICT Users Agreement/Policy

Duty of Care Policy

Bullying Prevention Policy