

## SCHOOL PROFILE STATEMENT

At Yarragon Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies. At Yarragon Primary School this is the Alannah and Madeline Foundation – eSmart Program and the Department of Education Victoria – Bully Stoppers Program;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](#)
  - [eSafetyParent | Office of the Children's eSafety Commissioner](#)
- Have clear expectations for the responsible use of laptop and iPad devices at our school. This includes personalisation and the appropriate handling of devices. *Personalisation of devices includes the creation of a profile picture and background **ONLY** and comply with being of appropriate content.*



## Yarragon Primary School is an eSmart School.

### What is eSmart Schools?

eSmart Schools, an initiative of the Alannah & Madeline Foundation, helps teachers, librarians and the greater community to best manage cyber risks, bullying and cyber bullying issues so students feel safer and supported.

It is a Framework that sits across the entire community – teachers, students, parents and the library community.

eSmart Schools is a long-term change program designed to educate, track, monitor and prevent bullying and cyber bullying. eSmart Schools and Libraries are tailor-made and designed to effect change in that specific environment.

eSmart Schools also supports schools and libraries to embrace the benefits of technology while reducing children's' exposure to cyber risks, such as cyber bullying, online sexual predation, sexting, identity theft and fraud.

### CYBERBULLYING:

Cyberbullying is when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the Internet, mobile phone, instant messaging, e-mail, chat rooms or social networking sites such as Kik, Facebook, Snapchat, TikTok and Twitter or other type of digital technology.

**Cyberbullying is generally not a one-time communication, unless it involves a death threat or a credible threat of serious bodily harm.**

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

*Students are advised to report an incident if:*

- *they feel that the welfare of other students at the school is being threatened*
- *they have experienced an incident of Cyberbullying*
- *they come across sites which are not suitable for their school*

# Acceptable Use Agreement

YARRAGON PRIMARY SCHOOL: No.2178

- *someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private*
- *they accidentally do something which is against the rules and responsibilities they have agreed to.*

## **Your concerns will be taken seriously.**

*All incidents of Cyberbullying must be referred to a classroom teacher or Principal. Any student who does not follow the rules of the Acceptable Use Agreement will lose their computer privileges for a length of time as decided appropriate by the Principal and teacher. Parents will be notified of any breach of this agreement and will be notified if computer privileges are suspended.*

## STUDENT DECLARATION

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel.
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use and follow the school's guidelines for use of devices.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.
- discussed the expectations for the use of digital devices – including personalisation and care.

I will use this knowledge at school and everywhere I use digital technologies

## STUDENT AGREEMENT

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**acknowledges the commitment of**

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**to being a polite, safe, responsible and ethical user of digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.  
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

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Student Signature

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Principal/Teacher Signature

# Acceptable Use Agreement

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## PARENT/STUDENT ACKNOWLEDGEMENT

### *For Parents/Carers:*

I would like my child/ren to have access to the technologies outlined in the Agreement. I understand and accept the necessity for rules regarding computer and internet use and agree to any consequences that may apply if my child breaches these rules.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### *For Students:*

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_