eSMART
POLICY

Rationale:

- Mortlake College recognizes that teaching and learning will continue to change as digital technology and communication alter the way in which information is accessed, transferred, communicated and created through online services. The College recognizes that digital technology and communication skills are now essential knowledge for our students.
- Mortlake College has an obligation to provide a safe, secure and caring environment. The school maintains a zero tolerance to bullying of students and staff.
- Cyber safety is an area that requires a high level of community cooperation. Internet technology is now an integral part of life and learning and whilst it provides exciting educational opportunities, it also carries risk.
- In light of the exponential growth in digital technologies, this policy must be an adaptable and evolving document, subject to continuous review.

Aims:

- To establish clear guidelines for the Mortlake College community with regard to cyber safety.

Documentation:

This policy to be read in conjunction with the following documents:
- School Engagement Policy (which includes student, staff and parent responsibilities, behaviour management procedures and anti bullying strategies)
- Electronic Device Code of Conduct
- Duty of Care Policy
- Mobile Phone Policy
- Student Well Being Policy
- Mandatory Reporting Policy
- Digital Citizen Guidelines
- BYOD Policy

Implementation:

- All members of the school community are aware of and have knowledge of the documents listed above.
- A copy of the Electronic Device Code of Conduct is published in the students' diaries. House mentors will go over this document with parents and students at the beginning of the year. All staff will remind students about the Electronic Device Code of Conduct at regular intervals during the year.
- Parents/guardians and students must sign the Electronic Device Code of Conduct agreement before gaining access to the school's internet.
- Information is provided to the school community via information evenings, the school website, newsletters and social media pages.
- Breaches of this policy are managed as per the school behaviour management flow chart.

Staff Expectations

- Staff must abide by the Electronic Device Code of Conduct.
- Staff will provide explicit education around the safe and ethical use of the internet and digital technologies.
- Staff will report any breaches of the Electronic Device Code of Conduct
- Staff will model and teach cyber safety strategies as part of their curriculum, where appropriate.
- Staff must be aware of the Privacy and Copyright legislation as it applies to them.

Student Expectations

- Students will follow the Electronic Device Code of Conduct
- Students will be encouraged to report incidents of cyber bullying or inappropriate or unsafe online behaviour to their parents and to school staff.

Parent Expectations

- Parents are expected to familiar with the Electronic Device Code of Conduct.
- Parents will be encouraged to report incidents of cyber bullying or unsafe online behaviour to the school and, where necessary, to the police.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

References/Resources:

- eSmart School Program – The Alannah and Madeline Foundation
  www.education.vic.gov.au/studentlearning/elearning
- Cybersmart program – Australian Communications and Media Authority
  www.acma.gov.au   and   www.cybersmartkids.com.au

This policy was last ratified by School Council in....   **MAY 2016**