1. **Purpose:**

1.1 Karoo Primary School recognises the importance of Information Communication Technology (ICT) and the role it plays in our daily lives. We are committed to creating a safe and responsible learning community that is reflective of the changing environment our students live in, and as such believe that ICT is an integral part of the curriculum.

1.2 Working towards becoming an official eSmart school, we promote cyber safety in the community and believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with home, school and the community. We will therefore set up structures and procedures so that partnerships can be formed between the school and the community.

1.3 Our school will:

- Establish clear exceptions of our student to maintain an eSmart culture.
- Communicate the responsibilities of students, parent/guardian and the school community when using ICT.
- Build upon student, staff and community capabilities to ensure safe use of all digital technologies.
- Achieve accreditation as an eSmart school by meeting all criteria.

2. **Implementation:**

2.1 **Definitions:**

- **Information Communication Technologies (ICT)** is equipment/devices/digital technologies defined as but is not limited to computers, tablets, storage devices (i.e. USB’s), portable audio devices, cameras/video, all types of mobile phones and any other technologies as they come into use.

- **eSmart** is a framework approach to help improve cyber safety and wellbeing through addressing whole-school culture and behaviour change.

- **Bullying** is when:
  - Someone, or a group of people, deliberately upset or hurt another person.
  - Damage their property, reputation or social acceptance on more than one occasion.
  - There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons.
  - Cyberbullying involves the use of electronic equipment devices to harass and cause discomfort to other members of the school community e.g. spreading rumours online or sending unwanted messages.
2.2 At Karoo Primary School:
- All students enrolled at Karoo Primary School abide by the Student Code of Conduct. The Student Code of Conduct will be reviewed each new school year in line with the wellbeing program.
- The use of ICT and other equipment/devices within Karoo Primary School should be for educational and creative purposes.
- Staff is expected to report all cases of cyberbullying to school leadership and record in the Student Wellbeing Diary, with a hard copy of evidence, (if applicable).
- The school has the right to monitor access and review all ICT use by enrolled students. This includes personal emails; social networking sites and user generated content sites (such as YouTube, Flicker and Interactive sites) received and sent on the school’s computer and/or network facilities.
- The use of privately owned ICT equipment/devices (i.e. mobile phones, tablets and USBs) on school grounds or at any school related activity (i.e. family fun day) must be appropriate to the school environment. If at any time a student is unclear on appropriate usage, they should seek clarification from staff.
- In line with the Acceptable Use for Internet, Digital Technologies and Photography Agreement signed by each student, the school will take all reasonable steps to ensure that students are accessing appropriate sites via the Internet.
- The Agreement forms will use age-appropriate language that can be understood and will be discussed with the students. It is expected that every parent/guardian review the agreement and discusses the form with their child.
- Staff will provide explicit education on safe and ethical use of the Internet and digital technologies.
- The staff will regularly undertake professional development regarding cyberbullying, promoting the safe use of technologies and necessary ICT skills, capabilities and knowledge.
- Staff will model and implement eSmart as part of their classroom curriculum and promoting eSmart to the school community.
- Staff will abide by Copyright Legislation and teach students about copyright and related consequences.

3. Evaluation:

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

4. References:
Supporting Digital Learning, Department of Education and Training,
eSmart, Department of Education and Training,

Related Policies
ICT eSmart Policy
Karoo Primary School Anti-Bullying Policy
Karoo Primary School Student Engagement and Wellbeing Policy
Karoo Primary School Student Code of Conduct Policy