

2025

# eSafety Policy

Bagdad Primary School

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Version 2 – 15/07/2024

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## 1. Purpose

Bagdad Primary School recognises and acknowledges the importance of digital technologies as an integral part of developing students into responsible citizens who demonstrate ethical behaviour when using digital technologies. Bagdad Primary School uses the internet and digital technologies as a learning tool to improve student learning outcomes, by increasing access to worldwide information and platforms to foster the skills required to be successful in a world where technology is everywhere. Bagdad Primary School encourages students to be active, engaged, and global citizens in addition to knowledge seekers and lifelong learners. Digital technologies at Bagdad Primary School encompass multiple aspects of teaching and learning; they are used to foster knowledge, remain connected and engaged.

Our school embraces the benefits of technology and is committed to reducing students' exposure to all cyber-risks; including, but not limited to online contact, cyber bullying, and online content. Within this context, the objective of this policy is to ensure smart, safe, and responsible use of digital technologies and Internet within our school community.

## 2. Policy Statement

This policy aims to:

- Encourage students to develop positive mindsets and dispositions towards digital technologies, internet safety and their role as global citizens.
- Provide a safe, secure, and caring learning environment
- Develop and maintain safe practices for the use of the Internet and digital technologies for learning
- Establish transparent expectations for students, teachers and the school community when using the Internet and Digital Technologies
- Assist students and members of the school community to differentiate between bullying and inappropriate social interactions
- Foster social responsibility 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 between home and school.

## 3. Related policies

This policy should be read in conjunction with:

- Bagdad Primary School - Respectful Student Behaviour Policy
- Bagdad Primary School - Mobile Phone and Device Policy
- Bagdad Primary School Acceptable Use Agreement - Kinder to Year 3
- Bagdad Primary School Acceptable Use Agreement - Year 4 to Year 6
- DECYP - Social Media Policy and Procedure (May 2023)
- DECYP – ICT Conditions of Use Policy

## Supporting information/tools

- eSafety Commissioner
- National Centre Against Bullying
- Carly Ryan Foundation Fact Sheets for Parents

## 4. Implementation

- Bagdad Primary School's Digital Technologies Usage Agreement is discussed with students and parents through classroom interactions, school social media and newsletters.
- All students have signed a copy of the Bagdad Primary School's Digital Technologies Usage Agreement.
- Members of staff use Digital Technologies and Internet in accordance with the DECYP ICT Conditions of Use Policy.
- Protocols for safe, respectful, and responsible use of technology are present and clearly visible in all Learning Spaces
- A copy of all school ICT, Digital Technology and eSmart policies are fully available for all members of the school community.
- Breaches of Acceptable Use Agreements are recorded on Student Support System and are dealt with accordingly.
- The school community will be updated on a regular basis through newsletters, fact sheets, special events and the school website.
- Bagdad Primary School's Curriculum eSmart Scope and Sequence implemented from Years Prep to 6 and supported in classroom by Digital Technologies Specialist Teachers.

### 4.1 **Members of Staff at Bagdad Primary School have the responsibility to ensure that:**

- They are familiar with eSmart approaches and understand the philosophies of the eSmart program, necessary for teaching digital literacy.
- They are aware of cyber bullying and able to identify and look for signs of occurrence amongst students.
- Students are aware that any form of cyber bullying is prohibited at Bagdad Primary School.
- Students are aware of the consequences of cyber bullying (Bagdad Primary School's Digital Technologies Usage Agreement, in addition to our school-wide behaviour management charts).
- All cases of cyber bullying are reported to Senior Staff and responded to promptly.
- There is effective supervision of digital technology usage in Learning Spaces and the school to monitor and deter cyber bullying.

### 4.2 **Students at Bagdad Primary School have the responsibility to ensure that:**

- The Bagdad Primary School Values of Connection, Respect, Courage, Responsibility and Growth are demonstrated when using digital technologies.
- All devices that are not issued by the school remain at home or turned off and stored at the office during school hours.
- Only approved digital technologies are used in accordance with the signed Bagdad Primary School's Digital Technologies Usage Agreement and in line with the school curriculum program.

- 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.
- All incidents of cyber bullying are reported to a member of staff.
- They take steps to protect their own (and others) privacy and personally identifiable information.

#### **4.3 Parents at Bagdad Primary School have the responsibility to ensure that they:**

- Are familiar with the Bagdad Primary School's Digital Technologies Usage Agreement so they can support their child to adhere to the expectations set out in the document.
- Monitor student access to digital technologies and discuss cyber safety with their child/children.
- Report any incident of cyber bullying or unsafe cyber behaviour that they become aware of, to the school as soon as possible.
- Respect the privacy of students, staff and members of the school community through only authorised uploading, recording or filming.

#### **4.4 Incidents and Complaints**

- Any form of bullying, whether physical, verbal or cyber, is unacceptable.
- All incidents of cyber bullying must be reported to a staff member.
- Incidents will be investigated and recorded in a register maintained at the school.
- All teachers have a responsibility to respond to, investigate, follow up and monitor incidents of cyber bullying.
- Any parent who believes that their child is being cyber bullied should contact the school. In the first instance, contact will be with the classroom teacher and then to Senior Staff.
- Parents will be notified if students are involved in any incidents of cyber bullying and appropriate and proportional consequences will be followed. Bagdad Primary School supports parents with conversations involving cyber bullying or digital technologies use through phone meetings or our regular newsletter updates.

#### **4.5 Evaluation**

This policy will be subject to an annual review. The review process will include the evaluation of data collected through:

- Staff Feedback
- School Association Input
- Student Wellbeing Survey
- Incident Records

#### **4.6 Support**

- Listen carefully and calmly, and document what the student tells you. (Clarify if there are immediate safety risks and let the student know how you will address these).
- Collect additional information.
- Discuss a plan of action with the student. Inform the student what you intend to do.
- Provide suggestions on what to do if the bullying occurs again.
- Offer the option of school support personnel if required.
- Restorative practices used following incident.

#### **4.7 Report**

- Notify appropriate school personnel – Teachers/Senior Staff.
- Record the incident/student contact in the school's student data management system (SSS).
- Contact the parent/guardian informing them of the incident and your course of action, including assisting parent conversations with students about acceptable use.

#### **4.8 Review**

- Make sure to follow up with students over the next several weeks and months.
- Re-contact the parent/guardian after following up with student.
- Provide opportunity for students to create resources for the school community on acceptable digital technologies behaviours.

### **5. Definitions**

#### **Bullying**

Bullying is when a person or group of people deliberately upset another person, hurts another person; damages another person's property, reputation or social acceptance on more than one occasion.

#### **Cyber Bullying**

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**

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**

Digital Citizenship is a set of skills and behaviours required to be a successful learner, confident individual and effective contributor in today's digital age.

#### **Digital Literacy**

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**

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**

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).

## **Social Media**

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, and Snapchat).

## **ICT**

ICT means Information, Communication and Technology and teaching in ICT develops skills and understandings in managing and operating ICT to investigate, create and communicate. ICT incorporates digital citizenship when considering the ethical and social impacts of using technologies. It is explicitly planned and taught in all subject areas.

## **Digital Technologies**

Digital Technologies (the teaching of) develops knowledge, understandings and skills of the underlying concepts of information systems, data and computer science. It encourages students to design and create digital solutions that solve problems while taking their preferred futures into consideration.

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