



eSmart Policy

Rationale

St John's Catholic Parish Primary School holds the care, safety and wellbeing of children as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. (ref [CECV Commitment Statement to Child Safety](#))

At St John's we believe that each child has the right to be happy, safe and to learn in an environment that is supportive, inclusive and ordered. Bullying, including cyber bullying, harassment and threat of violence, is not acceptable in our school and will be dealt with seriously and urgently. The school will work with the wider community to support our students in being responsible and productive members of society.

Definition of Cyberbullying

Cyberbullying occurs through the use of information or communication technologies such as instant messaging, text messaging, email and social networking sites. It has many similarities with offline bullying but it differs in that the students who are bullying can be anonymous, it can reach a wide audience and the sent or uploaded material can be difficult to remove. Most students who are Cyberbullying also bully offline. Many forms of covert bullying appear to have significant potential for serious harm.

Refer to [St John's Anti Bullying policy](#).

All staff using school network facilities are expected to adhere to 'Teacher Protocols' and ensure the 'Student Use Guidelines' and Digital Technologies (DT) Code of Practice Agreement are followed by all students.

Teacher Protocols

- The School's Computer Network, Online Facilities and Digital Technologies are to be used for educational purposes. Access to personal, financial and recreational facilities is prohibited during class learning times.
- Only *school appropriate* applications are to be used on school computers.



- Teachers are required to log off network and internet applications immediately when not in use. Students are not to use a teacher's login under any circumstances.
- Unauthorized school communication / personal opinions on school issues should **not** be shared via online facilities such as emails, chat rooms, blogs, social media (facebook, Instagram etc).
- Teacher Communication with students via Social Networking sites is not permitted.
- School email can be used to communicate with parents for educational purposes only.
- All technology use at St John's School is in accordance with licensing and copyright agreements. Adherence to copyright includes appropriate transfer and / or permission (download/upload) of various media.
- All iPad's borrowed from the Computer Lab are to be pre-booked and recorded in the Google Drive sheet and returned when finished, in the trolley, in the correct basket and plugged in.
- In dealing with student misdemeanours or inappropriate use of digital devices / online applications, classroom teachers need to follow the procedures outlined in 'Process for Dealing with Inappropriate Use of ICT – At School'.
- Photographs and videos of students are used in accordance with the Photograph/Video permission form.
- The Network Staff Folders and Google Drive Staff Folder contain important school information. Teachers are not to modify or delete information in this area.
- Be responsible for moderating all comments that are posted on school blogs and school social network accounts
 - only use first names - delete any surnames
 - delete any inappropriate comments and language
- Teachers will conduct themselves in accordance with St John's policies and procedures.
- Limit use of printing and photocopying when and where possible.

Remote Home Learning Protocols

- *Ensure all Google Meets & Home Learning Videos occur in suitable area of your house*



- *Ensure any Google Meet or Home Learning Video is conducted in appropriate attire*
- *Ensure any emails to students/parents or any posts on Seesaw are educationally based and professional*
- *No Google Meet with students present is to be recorded*
- *Any Home Learning Video is to be used for educational purposes only and not to be shared or used outside of the St John's educational setting.*
- *Staff need to read all parent communication e.g. Flexibuzz, emails etc*
- *Ensure all communication to parents and students is through approved school devices such as laptops and iPads and within the approved platforms ie Seesaw, Flexibuzz, Hapara, Screencastify, Gmail, Google Meet, and other Google Apps*
- *Ensure all personal emails, mobile numbers, social networking platforms are not provided to students and their families*

Guidelines for Effective Supervision

All students using school network facilities are expected to adhere to Student Use Guidelines and ensure they are followed. Each student is to sign the Digital Technologies Code of Practice on an annual basis.

Guidelines for Recreational and Extreme Weather ICT Use

Students are able to use digital equipment during recreational times (with permission of teachers), with a maximum of two children per station. Staff must supervise this use, in accordance with the Code of Practice.

Students are NOT allowed to use digital equipment during extreme weather days.

Student Use Guidelines

- Ensure proper use of electronic media.
- Appropriate access to teacher approved Internet sites.
- Correct use of email messages.
- Students login with their given username and password.
- Students access *their* files only and sign out/shut down after each session.
- Students handle DT equipment with care by ensuring that it is kept charged, cleaned and stored correctly.
- Mobile phones, cameras and personal electronic devices are to be signed into



the office upon arrival at school and to be collected at the end of the day.

- Personal electronic devices and cameras may be used at school with the permission of both the classroom teacher and parent/guardian.

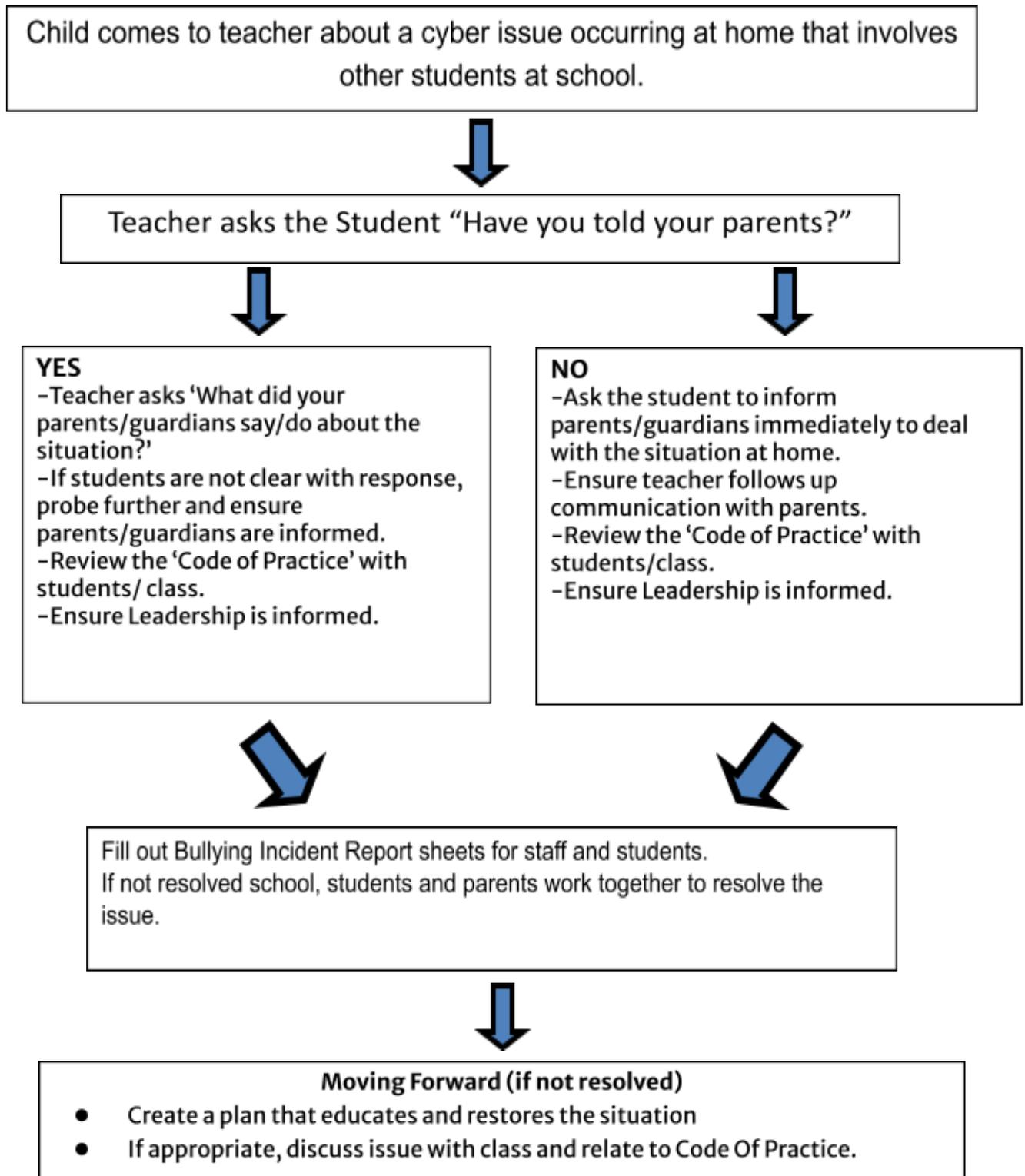
Related Policies and Procedures

- [Digital Technologies Policy](#)
- [Acceptable Digital Technology Use Agreement](#)
- [Social Media Policy](#)
- [Anti Bullying Policy](#)
- [Child Safety Policy](#)
- [Mobile Phone/Smart Watch Policy](#)
- [Photograph/Video Permission Form](#)

Evaluation

The policy will be reviewed annually and updated when necessary.
Last review March 2021.

Process for Dealing with Cyberbullying - Outside of School



Process for Dealing with Inappropriate Use of DT - At School

