Rationale:

Wyndham Park Primary School recognising the importance of using digital technologies as they are now very much a part of life and learning. We prepare students with the skills to engage effectively with the 21ˢᵗ Century. As an increasingly interactive medium, it brings with it exciting educational opportunities, but at the same time it brings risks. It is essential for students to be smart, safe and responsibility when using digital technologies. Wyndham Park School is an eSmart school and promotes Cybersafety within the school community with the explicit teaching of Cybersafety awareness.

Definitions:

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

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 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 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 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, Snapchat).

Aims: This policy aims to:
● Provide a safe, secure and caring learning environment
● Develop safe practices for the use of the Internet and digital technologies for learning
● Establish transparent expectations for students, teachers and the 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 responsibly 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.

Implementation:

- Wyndham Park Primary School's Digital Technologies Code of Conduct is shared and discussed with students and parents.
- All students in Foundation to Year 6 have a signed a copy the Digital Technologies Code of Conduct.
- Members of staff use Digital Technologies and Internet in accordance with DET Acceptable Use Policy
- Protocols for safe, responsible and respectful use of technology are to be established with students at the beginning of year and are to be present and clearly visible in all Learning Spaces.
- Wyndham Park Primary School's Digital Technologies Code of Conduct and eSmart Policy is displayed on the school website.
- Breaches of the Wyndham Park Primary School's Digital Technologies Code of Conduct are recorded on Xuno and are dealt with accordingly.
- Victorian Curriculum Digital Technologies curriculum and eSmart initiatives implemented from Foundation to Year 6.

Staff at Wyndham Park Primary School have a responsibility to ensure that:

- They are familiar with eSmart approached and understand the philosophies of the eSmart program, necessary for teaching digital literacy
- They are providing explicit teaching around the safe and ethical use of the internet and technologies and are teaching the Victorian Curriculum Digital Technologies curriculum.
- They are aware of cyber bullying and able to identity and looks for signs of occurrence amongst students
- All staff members need to model appropriate behaviour when using Digital Technologies in their day to day practice at school and outside school.
- All users of Digital Technologies need to guard their privacy on the internet and to be aware of their digital footprint.
- Staff members are strongly advised not to accept students, past students of school age or current school parents as friends on Facebook and other similar social networking sites.
- There is effective supervision of digital technology usage in Learning Spaces and the school to monitor and deter cyber bullying.
- Staff are expected to report all cases of Cyber bullying which come to their attention

Students at Wyndham Park Primary School have a responsibility to ensure that:

- The Wyndham Park Primary School values of respect, responsibility and safety are demonstrated when using digital technologies
- They follow the guidelines listed in the Wyndham Park Primary School Digital Technologies Code of Conduct

- They are encouraged to report any incidents of cyberbullying they experience or observe
- 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

Parents at Wyndham Park Primary School have the responsibility to ensure that they:
- Are familiar with the Wyndham Park Primary School Internet Use/ Social Media Policy and the Digital Technologies Code of Conduct, so they can support their child to adhere to the expectations set out in theses documents
- Report any incident of cyberbullying 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 and/or filming.

Responding to Incidents:
- Any form of bullying, whether physical, verbal or cyber, are unacceptable
- All incidents of cyberbullying 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 incident s 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 or team leader and then the Assistant Principal or Principal
- Parents will be notified if students are involved in any incidents of cyber bullying.

Resources:
This policy should be read in conjunction with the following school documents:
- Wyndham Park Primary School Internet Use/ Social Media Policy
- Wyndham Park Primary School Mobile Phones, Use By Children Policy
- Wyndham Park Primary School Student Engagement Policy
- Wyndham Park Primary School Student Wellbeing and Inclusion Policy
- Wyndham Park Primary School ICT Code of Conduct (replaced with Wyndham Park Primary School Digital Technologies Code of Conduct in 2018)

http://www.education.vic.gov.au/school/teachers/support/Pages/safeandresponsibleuse.aspx

Evaluation:
- This policy will be reviewed as part of the school's three-year review cycle. The review process will include an evaluation of the Wyndham Park Primary School Digital Technologies Code of Conduct

Date Implemented	
Author	Curriculum Committee
Approved By	School Council Wyndham Park Primary School
Approval Authority (Signature & Date)	26th of February 2018
Date Reviewed	November 2017
Responsible for Review	Assistant Principal
Review Date	November 2020
References	