

School profile statement

At Edithvale Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a Student Engagement Policy that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies. Being an eSmart school we conduct lessons from Foundation to Year 6 on being cyber smart during ICT lessons and during the wellbeing hour on a Thursday afternoon, using the government program Cyber teach toolkit 'safe and responsible use of digital technologies' which provides age appropriate Cyber safety lessons;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - See: [Duty of Care and Supervision](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - [Bullystoppers Parent Interactive Learning Modules](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](#)
(<https://www.esafety.gov.au/education-resources/iparent>)

Safe, responsible and behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful.
- being kind to my classmates and thinking about how the things I do or say online might make them feel.
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.
- Not downloading unauthorised programs on school devices, including games.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way.
- protecting the privacy of others by never posting or forwarding their personal details or images without their consent.
- protect my passwords and don't share them with anyone except my parents and teachers (as needed).
- only ever join spaces with my parents or teacher's guidance and permission.
- never answer questions online that ask for my personal information.
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online, knowing that this is a personal reflection of who I am and can influence what people think of me.
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help.
- Understand there are terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements) <https://esafety.gov.au/esafety-information/games-apps-and-social-networking>.
- do not attempt to log into the network with a user name or password of another student.
- speak to a trusted adult if I see something that makes me feel upset or if I need help.
- speak to a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour.
- don't deliberately search for something rude or violent.
- turn off or close the screen if I see something I don't like and tell a trusted adult.
- am careful with the equipment I use.
- do not interfere with network systems and security or the data of another user.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

My ideas on safe and responsible behaviour

When I use digital technologies I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies I **respect myself and others**. This means I:

(write or draw...)

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Class: _____

Student signature: _____

School contact name for support and /or agreement: Jacqui Miller or your child(s) teacher

School contact no.: (03) 9772 1393

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____