



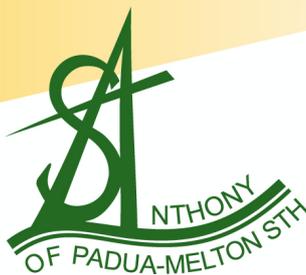
eSmart Policy

St Anthony's Primary School

Date of eSmart Policy: February 2020

eSmart Policy ratified: June 2020

eSmart Policy to be reviewed: June 2022



St Anthony's Primary School *eSmart Policy*

“Australian schools are learning communities that promote student wellbeing, safety and positive relationships so that students can reach their full potential. The five interconnected elements of leadership, inclusion, student voice, partnerships and support provide the foundation for enhanced student wellbeing and learning outcomes.”

Australian Student Wellbeing Framework 2018

FOCUS

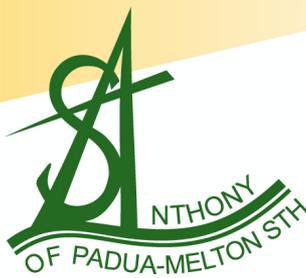
Within an overarching **principle of inclusion**, there are seven minimum Standards that all schools must implement in line with Ministerial Order No 870. As educators, we have a mandatory obligation to create a culture which prioritises a safe, nurturing community for every child. The Standards provide a framework for routinely reviewing and strengthening child safety strategies, policies and practices. Ensuring the care, wellbeing and protection of children and young people in Catholic schools is inherent to the Catholic tradition which celebrates the sanctity and unique dignity of each human being.

At St. Anthony's Primary School we ensure we invest time and resources into raising a generation of smart, safe and responsible children who are capable and compassionate – both on and offline.

St. Anthony's Primary School has developed the eSmart policy using resources and information from the Victorian Department of Education and Early Childhood Development, Office for the eSafety Commissioner and through guidance from the eSmart program, an initiative of the Alannah and Madeline Foundation. The school has an eSmart committee that has collaborated on developing this policy and procedures. Parents and students of the school community contributed and provided feedback on this policy.

AIM

This policy aims to provide a common understanding of cybersafety and cyberbullying in relation to the core values at St Anthony's Primary School. We believe in teaching online safety education that is empowering, builds resilience and effects positive social change, while also promoting the development of safe and appropriate long-term behaviours. Our current teaching practice, in line with the Victorian Curriculum, supports the development of digital literacy among teachers, parents and students. St Anthony's Primary School takes into account the diversity of all students, including (but not limited to) the needs of Aboriginal students, students from culturally and/or linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable. The policy outlines the staff, student and parent responsibilities required to ensure that the learning environment at St Anthony's Primary School is respected, valued and understood. Staff and Student User Agreements and Cybersafety rules have been developed in order to maintain the integrity of our school values.



DEFINITION OF COMMON TERMS

Bullying

The national definition of bullying for Australian schools says;

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. – Bullying. No Way! 2019

Types of Bullying

There are three types of bullying behaviour:

- **Verbal bullying** which includes name calling or insulting someone about physical characteristics such as their weight or height, or other attributes including race, sexuality, culture, or religion
- **Physical bullying** which includes hitting or otherwise hurting someone, shoving or intimidating another person, or damaging or stealing their belongings
- **Social bullying** which includes consistently excluding another person or sharing information or images that will have a harmful effect on the other person.

If any of these behaviours occur only once, or are part of a conflict between equals (no matter how inappropriate) they are not bullying. The behaviours alone don't define bullying.

Verbal, physical and social bullying can occur in person or online, directly or indirectly, overtly or covertly. - Bullying. No Way! 2019

Cyberbullying

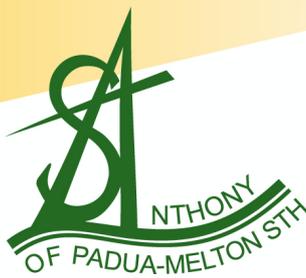
The eSafety Commissioner's website defines cyberbullying as:

"...the use of technology to bully someone — to deliberately and repeatedly engage in hostile behaviour to hurt them socially, psychologically or even physically. It is generally used to refer to the online abuse of children and young people. Groups and individuals can be both the perpetrators and targets of cyberbullying. Cyberbullying can take place on social media, through online chat and messaging services, text messages, emails, on message boards and in online forums that allow people to comment publicly."

Cybersafety

The Enhancing Online Safety Act 2015 uses the following definition for cybersafety:

Online safety for children means the capacity of Australian children to use social media services and electronic services in a safe manner, and includes the protection of Australian children using those services from cyber-bullying material targeted at an Australian child.



Cyber-Risks

Cyber-risks are factors that contribute to or provide a platform for cyber-bullying or harm. These include unsupervised use of the internet, social media platforms, such as, Snapchat, Facebook, Instagram, Twitter and online marketing campaigns that promise prizes in return for personal details. Other cyber-risks include, stranger danger, inadvertently downloading viruses, hacking, insecure passwords and posting personal photos online. Tools, such as, firewalls, filters and anti-virus software may help reduce cyber-risks.

STUDENT WELLBEING

Each morning from 8.50am until 9.00am, classes engage in Morning Circle. This technique, devised from the Berry Street Education Model, allows students to become centred and grounded in the presence of a safe and inclusive classroom. Following a structured approach, teachers lead their students through the reflection, allowing for purposeful dialogue and personal connections to occur. A School Counsellor is available for any students that require social and emotional support. This is allocated through a referral and needs-based process. All teachers are expected to integrate Social Emotional Learning into their weekly planners, focusing on relationship skills, self and social awareness, self-management and responsible decision making.

St Anthony's Primary School enforces the Child Safety Policy and the Child Safety Code of Conduct. (Appendix 1) **All staff** have an obligation to report and respond to incidents, disclosures and suspicions of child abuse. School staff are briefed about mandatory reporting in Terms 1 and 3 each year.

CURRICULUM

At St. Anthony's Primary School, cybersafety and respectful relationships are explicitly taught across all levels. The school is developing a wellbeing model based on the Australian Student Wellbeing Framework and EXCEL: Wellbeing for Learning which encompasses the intersecting dimensions of enable, connect, engage and learn. St Anthony's Primary School has five core values that foster a safe, supportive and inclusive environment, allowing all students to flourish and experience success. St Anthony's is using appropriate cyber safety units from the Office of the eSafety Commissioner, and the Victorian Curriculum.

St. Anthony's Primary School also participates in cross level teaching and promotion of cybersafety and participates in Safer Internet Day, Harmony Day, National Day of Action against Bullying and Violence, Day for Daniel and has a "buddy" program for Foundation and Senior students.

CYBERBULLYING & BULLYING MANAGEMENT PROCESS

St. Anthony's Primary School has developed a process for reporting, responding to, and collecting data in relation to cyberbullying / bullying and isolated incidents. This is in the form of a flow-chart. Staff and students have been explicitly taught this reporting process. (Appendix 2) The school has also developed an ethical reporting system of any cyber bullying related incidents. (Appendix 3) The school also has a Positive Behaviour Policy.



ACCEPTABLE USE & RULES

Before using St Anthony's Primary School online resources, parents and guardians are asked to sign the G Suite for Education Parent Permission Form sent out via CareMonkey at the start of each schooling year. G Suite for Education tools can be accessed at school, home, the library, or anywhere with Internet access.

St Anthony's Primary School has a Digital Literacy Outlines & Expectations policy (Appendix 4), a Student Acceptable Use Agreement, a Staff Acceptable Use Agreement, as well as, whole school Digital Working Statement (Appendix 5), which are taught at the beginning of the year and reinforced. The school has 5 school rules (Appendix 6) that cover all aspects of student safety and wellbeing.

ADEQUATE SUPERVISION

The school community has created and implemented adequate supervision guidelines for yard duty, before and after school supervision. (Appendix 7)

STUDENT PHOTOGRAPH / VIDEO POLICY

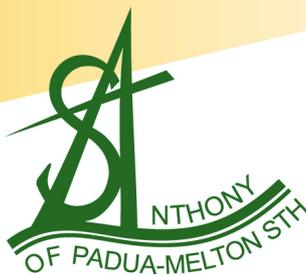
As of 2016, parents at St. Anthony's Primary School were asked to sign a "Photograph / Video Permission Form". Parents gave permission for their child's image to be used around the school and on the St. Anthony's Primary School Website for their child's duration at St. Anthony's. Staff are informed and updated on any students whose parent did not give permission. At any time parents are able to request that their child's image not be used.

STUDENT MOBILE PHONE & DEVICES POLICY

Personal digital devices (mobile phones, iPads, gaming consoles, etc) are not to be brought to school unless a written note has been provided by parents and St Anthony's Primary School staff have given permission (Appendix 8). Students (who have permission) are required to drop their personal electronic devices at the office as soon as they enter the school grounds and pick them up at the conclusion of the day. Once handed in at the office, personal electronic devices will be stored in the office, with every care taken to ensure their security. Personal electronic devices brought to school are the sole responsibility of the student and no liability for lost, stolen or misplaced devices is accepted by St Anthony's Primary School.

Mobile phones are not to be used in the school yard, even prior to or after the school bell, this includes making calls, texting, using camera and internet functions, or using media/music players. They are only for contact with family organising to pick up their students at the conclusion of the school day following the bell. Videos or images of St Anthony Primary School's name, crest, staff and/or students are not to be stored on personal electronic devices or published on social media. Any student to be found to be in possession of a personal electronic device during school hours can expect to have the phone confiscated. It can be collected from the Office or Principal after school.

The use of any personal digital device at school events by students and/or parents is prohibited unless permission is granted by the School Principal.



FILM SCREENING POLICY

At times, teachers will for educational or entertainment purposes screen a movie or episode. St. Anthony's Primary School has a Roadshow Public Performance School Co-Curricular Licence. Teachers must only screen Australian Classification G rated movies / television episodes in Prep – Year 2. In Year 3-6, if for educational purposes only, a teacher wishes to screen a PG movie, the teacher must watch the movie beforehand in its entirety and seek parental permission for their child to watch that specific movie, outlining the types of themes covered in the movie / television episode.

ESMART INDUCTION PROCESS

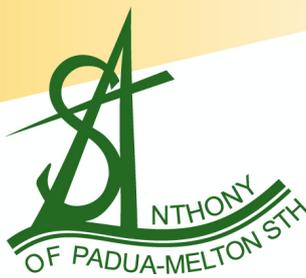
At St. Anthony's Primary School, it is the responsibility for the Classroom Teacher to induct any new students to the School Rules and Cybersafety rules. It is the responsibility of the Principal and the Induction Coordinator to induct any Casual Relief Staff, New Teaching Staff, Aides and other staff of the School's eSmart policy. A staff induction book outlining rules and policies is in the office for referral. The school will publish this policy along with the school rules on the school website: <http://www.sameltonsth.catholic.edu.au>

IMPORTANT CONTACTS

- Victoria Police (000)
- Kids Helpline (1800 55 1800 or www.kidshelpline.com.au)
- Headspace (1800 650 890 or www.headspace.org.au)
- eSafety: Make a Complaint (<https://www.esafety.gov.au/report/cyberbullying>)
- Parentline (13 22 89 or www.education.vic.gov.au/parents/services-for-parents/Pages/parentline.aspx)

REFERENCES & LINKS

- Australian Student Wellbeing Framework <https://www.studentwellbeinghub.edu.au/educators/australian-student-wellbeing-framework#/>
- Department of Education & Training <https://www.education.gov.au/national-safe-schools-framework-0>
- Office of the eSafety Commissioner www.esafety.gov.au
- Enhancing Online Safety Act 2015 <https://www.legislation.gov.au/Details/C2018C00356>
- Bullying. No Way! <https://bullyingnoway.gov.au/>
- Alannah & Madeline Foundation www.amf.org.au
- Australian Federal Police (AFP) www.afp.gov.au
- Smartcopying: The Official Guide to Copyright Issues for Australian Schools and TAFE www.smartcopying.edu.au
- Stay Smart Online www.staysmartonline.gov.au



Appendix 2

ST. ANTHONY'S PRIMARY SCHOOL DIGITAL INCIDENT REPORTING PROCESS

STEP 1 - IDENTIFY THE CONCERN

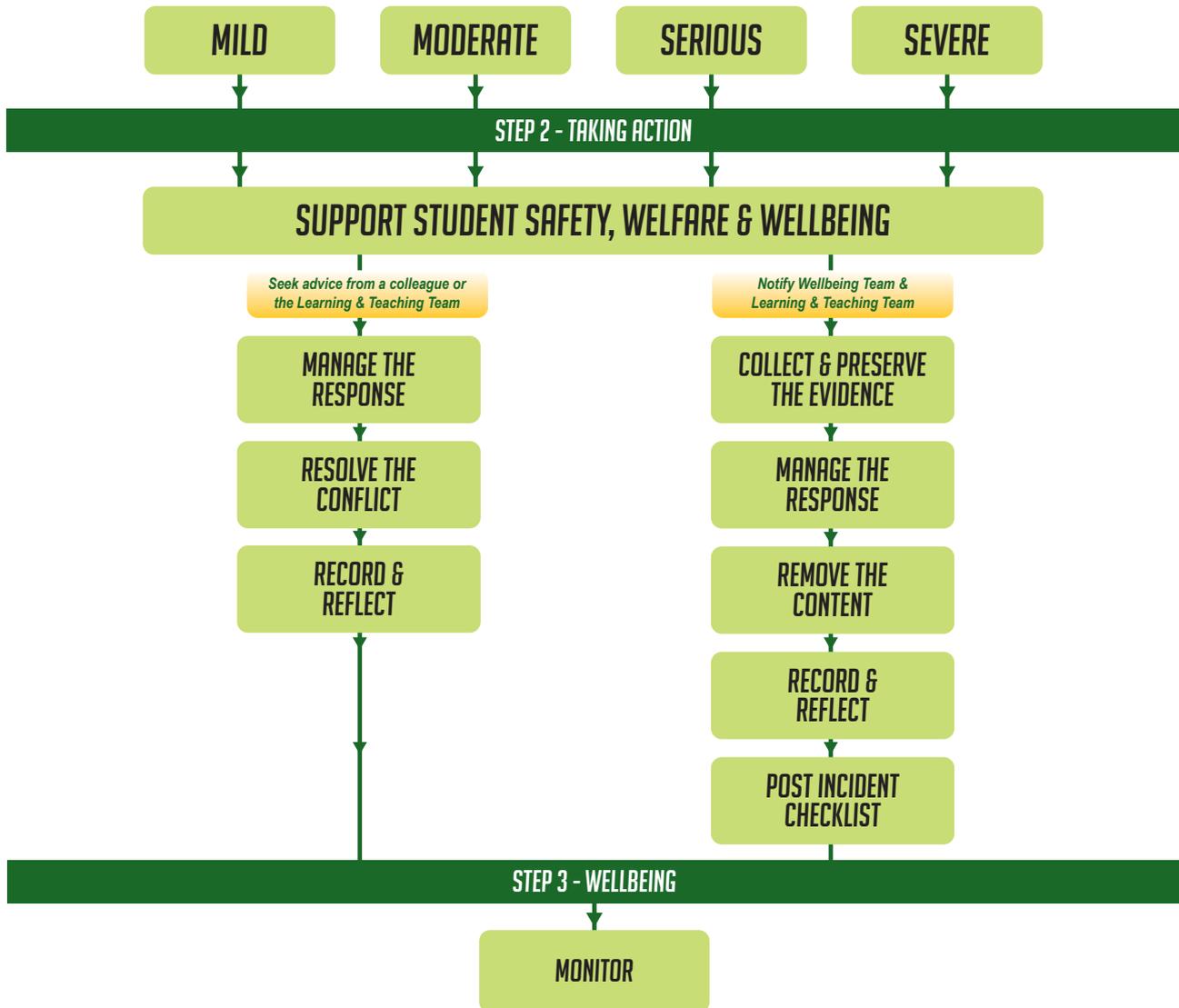
Discuss issue with a colleague or Digital Literacy Leader. Identify if the issue involves the following:

A student has been EXPOSED to an affected by inappropriate behaviour online (including cyberbullying, sexting, exposure to inappropriate material / contact or in breach of school policy).

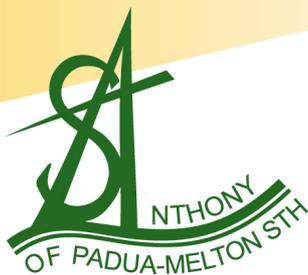
OR

A student has ENGAGED in inappropriate behaviour online (including psychological / emotional harm to another student or themselves, engaged in criminal activity or breach of school policy).

Use the eSafety Commissioner's Online Incident Assessment Tool as a guide ONLY in determining the severity of the incident.



Provide wellbeing support for all staff / students involved, or who are a witness to the incident. Make an explicit teaching point for correct behaviour to students involved in class. Regularly check that students feel safe and supported. Adjust plans if necessary. For more ideas to support students and staff, use the eSafety Commissioner's *Tips for supporting students involved in an online incident* as a guide.



Appendix 3

St Anthony's Primary School
Digital Incident Report

Date of incident:			
Name of student/s:			
Staff involved:			
Parents informed:		Meeting date / attendance:	

UNDERSTAND AND ASSESS

Using the eSafety Commissioner's Online Incident Assessment Tool as a guide to understand and assess the incident.

MILD

MODERATE

SERIOUS

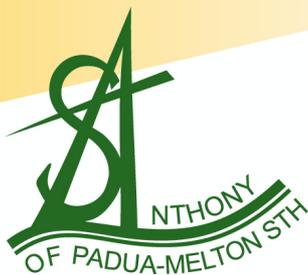
SEVERE

INCIDENT

STUDENT RESPONSE

MANAGE THE RESPONSE

STEPS REQUIRED / SUPPORT NEEDED



RESOLVE THE CONFLICT

<p>RESOLUTION</p>
<p>CONSEQUENCES</p>

RECORD AND REFLECT

COMPLETED THE POST INCIDENT CHECKLIST?

<p>TEACHING POINT</p>

MONITOR

<p>SAFETY AND WELLBEING PROVIDED</p>

EVIDENCE

REMOVAL OF CONTENT

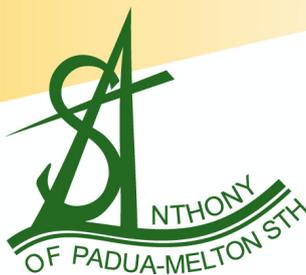
Only complete if the incident is considered SERIOUS or SEVERE

<p>EVIDENCE COLLECTED AND PRESERVED?</p>	<p>LODGED A COMPLAINT?</p>
--	----------------------------



Outlines & Expectations

St Anthony Primary School's Digital Devices



Appendix 4

St Anthony's Primary School *Outlines & Expectations*

APPROPRIATE USE OF RESOURCES

Digital Devices are wonderful tools that support engaging learning. The use of Digital Devices is a privilege, not a right, and inappropriate use could result in the loss of the privilege. The Agreement applies to all devices that access the Internet and/or store information electronically.

EQUIPMENT

St Anthony's Primary School provides a variety of digital literacy tools for students to learn from. These include laptops, Chromebooks, iPads, robotics and more.

No food or drinks should be in the vicinity of any digital literacy equipment. All equipment should be handled with respect and care, they are not to be written on, to have stickers applied to them, or to be defaced in any way. Don't remove, move or write on the identification sticker on any digital literacy equipment.

iPads provided to Year 5 & 6 students must be in a student's possession or secured in a locked classroom in the recharge trolley at all times. They must not be lent to other students. iPads must be carried and transported appropriately on school grounds in their approved cases at all times.

OCCUPATIONAL HEALTH & SAFETY

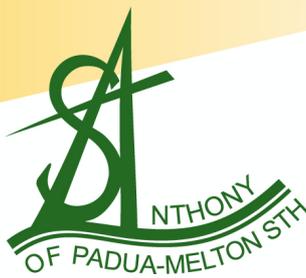
St Anthony PS encourages all users to read Tips for Laptop/iPad Users OH&S Policy.

PRIVACY

St Anthony's Primary School retains control, custody and supervision of all digital devices, networks and Internet services owned or leased by the school. The school reserves the right to monitor all digital devices and Internet activity by students and teachers. They should have no expectation of privacy in their use of school digital devices, Google Drive, email and stored files.

DAMAGE

Vandalism or damage to Digital Devices, either deliberate or through neglect will result in cancellation of all privileges and the possibility of replacing damaged items. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Primary School ICT hardware and software and computing rooms. This includes the transmission of computer viruses, theft of hardware and software.



DIGITAL CITIZENSHIP

“Digital citizenship is about confident and positive engagement with digital technology.”

“A digital citizen is a person with the skills and knowledge to effectively use digital technologies to participate in society, communicate with others and create and consume digital content.” *Digital Citizenship, Office for the eSafety Commissioner*

St Anthony's Primary School is dedicated to teaching and developing positive, appropriate and constructive online behaviour with our students. Students will be encouraged to navigate the online world safely by developing four critical skills outlined by the Office for the eSafety Commissioner;

- **Respect** - I treat myself and others the way I like to be treated
- **Responsibility** - I am accountable for my actions and I take a stand when I feel something is wrong
- **Reasoning** - I question what is real
- **Resilience** - I get back up from tough situations

CYBERCRIME

The Australian Federal Police (AFP) defines cybercrime as:
In Australia, the term 'cybercrime' is used to describe both:

- *Crimes directed at computers or other devices / information communications technologies (for example, hacking)*
- *Where computers or other devices / information communications technologies are an integral part of an offence (for example, online fraud, identity theft and the distribution of child exploitation material).*

Common types of cybercrime include cyberbullying, hacking, online scams and fraud, identity theft, attacks on computer systems and illegal or prohibited online content.

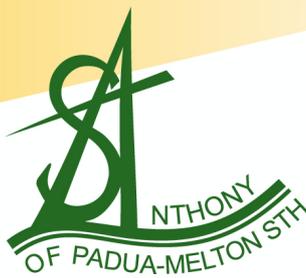
Australian defamation law dictates that a person is guilty of defamation when;

“A person who ‘publishes’ an assertion of fact or a comment that: injures - or, importantly, it ‘likely’ to injure - the personal, professional, trade or business reputation of an individual or a company: Exposes them to ridicule; or cause people to avoid them.”

St Anthony's Primary School recognises that the majority of cybercrime cases occur outside of its controlled network. However, to ensure that students and parents are aware of cybercrime and the correct actions to take, this policy includes protection for its own name, crest, students and teachers.

In case of cybercrime affecting a student outside of the school boundaries, the following course of action should be take;

- The student immediately informs his/her parents/carers
- The student immediately informs the school
- The abuse is reported to the website owner or webmaster
- If the concern is considered serious then the police should be informed immediately



A case of cybercrime/defamation against St Anthony's Primary School staff member or the Primary school occurs if;

- A video or image of St Anthony's Primary School staff member is placed on a public website without the permission of the staff member
- Information about a staff member including their name is placed on a public website without the permission of the staff member
- The St Anthony's Primary School name or crest is published on a public website without the written permission of the Principal

PROTECT YOUR IDENTITY

St Anthony's Primary School will not tolerate students using digital devices to bully or harass others. Students found engaging in such activities will be dealt with in the strongest possible terms.

Cybersafety sessions will be conducted for students, staff and parents at the discretion of the school Digital Literacy Leaders.

Students should make every effort to protect their identity and the identity of the school through email and the Internet. That information includes name, age, address, phone number, photographs or parent's names. Identity theft is a growing problem and it is better to safeguard your information.

PROTECT YOUR PASSWORD

All students have been given a unique password linked with their personal username. Passwords are not to be shared with other people. If you are concerned about your privacy please speak with one of the Digital Technology Leaders. At no stage are you to use another individual's login and password.

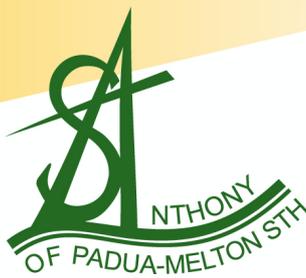
ACCESSING INAPPROPRIATE MATERIAL

Students will not use Digital Devices to access material that is inappropriate, profane or obscene that advocates illegal acts, or that advocates violence or discrimination towards other people. If a student mistakenly accesses inappropriate material, she/he should immediately inform the supervising teacher. This will protect the student against a claim that such access was intentional.

COPYRIGHT

Smartcopying: The Official Guide to Copyright Issues for Australian Schools and TAFE defines copyright as:

A simple definition of copyright is that it is a bunch of rights in certain creative works such as text, artistic works, music, computer programs, sound recordings and films. The rights are granted exclusively to the copyright owner to reproduce the material, and for some material, the right to perform or show the work to the public. Copyright owners can prevent others from reproducing or communicating their work without their permission or may sell these rights to someone else.



Copyright laws and licensing agreements must be respected and sources appropriately acknowledged. Users must not breach laws of copyright, moral right or intellectual property - this includes illegal copies of software, music, videos and images.

Students will respect the rights of copyright holders. Infringing copyright is illegal. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright.

All material submitted for publication must be appropriate to the school environment and copyright laws.

Students must not copy data found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. In completing tasks, references to such sources should be provided in the bibliography.

Copyright includes but is not limited to:

- Copying software owned by the Primary School or by using Primary School resources;
- Downloading software without direct approval of a staff member
- Copying images, clipart or art works
- Using Primary School ICT resources to obtain program cracks
- Installing software on laptops, Chromebooks or iPads
- Downloading or copying music from the internet

SOCIAL MEDIA

St Anthony's School accepts that the use of Social Media can be an effective business and social tool and that such media is commonly used to express views, comments, and ideas on a range of issues.

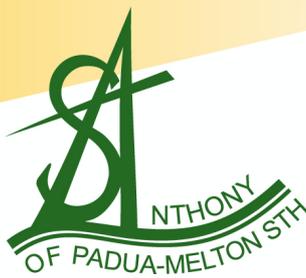
However, it is expected that all members of the St Anthony's community behave in such a manner that:

- The welfare of all members of the school is not adversely impacted upon.
- The reputation of the school is not negatively affected or brought into disrepute.

When using Social Media, it is expected that members of our school community will:

- Demonstrate appropriate personal and professional boundaries and behaviours.
- Ensure online behaviour reflects the same standards of honesty, respect, and consideration that a person uses when communicating face-to-face.
- Respect the rights, privacy and confidentiality of others.
- Ensure all content published is accurate and not misleading.
- Not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, threatening, violent, racist, sexist, pornographic, or is otherwise unlawful.
- Not infringe on copyright or cause damage to the reputation of St Anthony's school, or bring it into disrepute.

Staff will need to read and implement the Tips for Staff using Social Media from the eSafety Toolkit for Schools. (Appendix 9)



STORAGE OF WORK

Students and teachers are responsible for the careful storage and backing up of their work. St Anthony's Primary School accepts no responsibility for files lost or altered due to problems with our infrastructure or hardware. Hard drives or cloud storage (Google Drive) may be treated like school property in that staff may review files or communications to maintain system integrity and ensure that users are using the system responsibly. All users should not expect that files stored on their Google Drive are private.

EMAIL

The use of email during class is prohibited unless authorized by your class teacher. School email addresses are not to be given to ANY websites, companies, or other third parties with the exception of educational websites for staff. School email addresses are to be used for school-related purposes only. Only school-related attachments may be sent on the school email system.

AUDIO & VIDEO

Listening to music either aloud or with earphones is not permitted in class unless required for the activity being conducted or class teacher gives permission. When sound is needed, headphones, provided by the student, must be used. Any audio or video recording may be done only with the prior permission of all parties being recorded. Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

GAMES

Downloading, viewing and/or playing of electronic online games is not permitted except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school digital device that is considered inappropriate or impedes the educational purpose of the lesson. Online games are not to be 'played' over the school network. Games that include violence, adult content, inappropriate language, and weapons are not to be installed or 'played' on school computers, including the iPads.

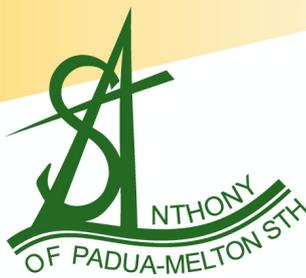
SCREENSAVERS / DESKTOP / SETTINGS / CHROME SETTINGS

School rules and the St Anthony's Primary School emblem are to be used only. Inappropriate or copyrighted media may not be used as a screensaver. iPad provided desktops and family photos or created images are encouraged. Presence of weapons, inappropriate images, inappropriate language, alcohol, drug, gang related symbols or pictures, will result in disciplinary action.

Do not change your name or settings in Google. St Anthony's Primary School has the right to suspend users who are not abiding by the rules.

CHAT ROOMS / MESSAGING / NEWS GROUPS

Students are not permitted to use instant messaging or social networking on school equipment.



NETWORK ACCESS

The utilization of proxy avoidance IP numbers and programs is strictly prohibited. Students may not use the school network for personal or private business reasons. Students are not to knowingly degrade or disrupt online services. This includes tampering with computer hardware or software, vandalizing data, installing computer viruses, attempting to gain access to restricted or unauthorised network services, or violating copyright laws. St Anthony's Primary School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers or our file servers.

FILE SHARING

File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computer devices for the purpose of sharing data is considered file sharing. File sharing of any kind is prohibited both at school and at home. The only exception to this is when it is a specific assignment given by the teacher, using GAFE and Airdrop (iPads) for educational purposes only.

DOWNLOADING, LOADING & STREAMING SOFTWARE

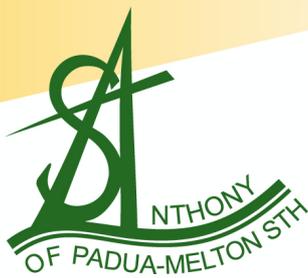
All installed software must be a legally licensed copy and approved by St Anthony's Primary School Digital Leaders. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in class activity. The school reserves the right to remove any software that has been loaded onto the digital device that impedes the educational purpose of the lesson. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity (ABC iView, etc) may be downloaded to the digital devices. To download app, please request permission through the App Request Ticket.

INTERNET USE

The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. Students must not access, display, or store this type of material.

Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.

If a student accidentally accesses a website that is inappropriate, he/she is to notify a teacher or Digital Literacy Leader as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.



CONSEQUENCES

The school reserves the right to enforce appropriate consequences for the violation of any section of the Outlines & Expectations policy. Such consequences could include the loss of privileges of Digital Devices, the loss of the use of the Digital Device for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action. These consequences apply to all students and staff at St Anthony's Primary School.

Digital Devices with illegal or inappropriate software or materials on them will be reformatted or "reimaged." In the case of repeated Digital Device abuse and/or damages, the school has the right to revoke the use of the technology. Students and staff are to report any known violations of this Outlines & Expectations policy to appropriate administrative staff members.

Random checks of student digital devices will be conducted throughout the year to ensure that these policies are being followed. St Anthony's Primary School takes no responsibility for activities conducted on school digital devices or materials stored on computers, laptops, iPads or the school's network. If you are unsure about the application of any of the above rules, check with your teacher or Digital Literacy Leader first.



Appendix 5

St Anthony's Primary School *Digital Working Statement*

The school's Digital Equipment are learning tools, to be used **FOR EDUCATION, NOT RECREATION.**

All Digital Equipment use should be **RESPECTFUL, APPROPRIATE, CONSTRUCTIVE AND POSITIVE.**

Students need their **TEACHER'S PERMISSION** before using any program, game, website etc.

Students need to be **RESPONSIBLE** for ensuring their Digital Equipment and accessories are handled **WITH CARE.**

Students **MUST REPORT ANY INAPPROPRIATE USE** as soon as they know about it.

TAKE A STAND AGAINST BULLYING and make sure that you are not bullied or that you do not bully others. Report all bullying to an adult.

ALWAYS make the right choice when using Digital Devices.

Using Digital Devices is a privilege, not a right!

CONSEQUENCES

1. Warning
2. Loss of iPad for a period of time determined by the teacher / school. Parents will be informed of inappropriate use.
3. Sent to the Principal. Followed by meeting with the parents.
4. Deactivation of email account.



Appendix 6

St Anthony's Primary School *School Rules*

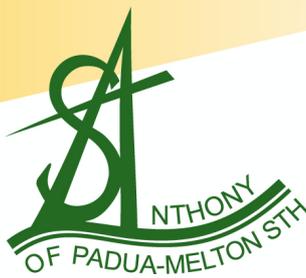
1. We will make sure ourselves and others are safe.
2. We will listen to others when they are speaking.
3. We will treat all people and property with care and respect.
4. We will work cooperatively and try our best.
5. We will follow instructions or directions given by a teacher or staff member.



Appendix 7

WAYS TO STAY SAFE AT ST. ANTHONY'S
St Anthony's Primary School has a commitment to child safety

Asphalt	Basketball/Netball Court
<p>Only tennis balls/down balls permitted on the asphalt area at all times.</p> <p>No ball games after school.</p> <p>Students are to leave the toilet once they have finished.</p> <p>The classrooms and corridors are off limits during recess and lunch.</p> <p>Students are not to play with water taps.</p>	<p>Only basketballs and netballs are permitted on the basketball/netball court.</p> <p>No shooting of basketballs after the bell.</p> <p>Grade 5 and 6 students are permitted to use the court at lunchtime only.</p> <p>Grade Prep, 1, 2, 3 and 4 students are permitted to use the court at recess only.</p>
Playground	Oval
<p>Students are to play appropriately with the sand in the sand pit.</p> <p>Sand equipment must remain in the sand pit only.</p> <p>Students are not allowed on the playground before and after school.</p> <p>'Walking Only!' on the playground.</p>	<p>No tackling/rough play. Students are sent off the oval for tackling/rough play.</p> <p>Students are to play soccer, cricket, football matches with their own year level.</p> <p>Students are not to climb the fence to collect their balls.</p> <p>Students need to ask the teacher to open the gate to collect balls in the tank area.</p>
Undercover	Hall
<p>'Walking Only!' allowed around the undercover area.</p>	<p>Students are not to play in the hall unless supervised by a teacher.</p>
Gaga Pit	
<p>No sitting on the wall with dangling feet inside the pit.</p> <p>The countdown of 60 seconds when there are only 2 players left.</p>	



Going to the Toilet

- Students are to make sure they go to the toilet during recess/lunch.

Bell Reminders

- Students need to walk straight to their line when the bell rings.
- Teachers must remain on duty until the second bell.

Wet Day / Extreme Heat Duty

During times of wet weather or extreme heat, students will play and be supervised in their classrooms. The use of technology is prohibited unless strict supervision from a teacher.

School Grounds

Parents are asked to exercise extreme caution when driving into the school and Parish Centre driveway during the hours of 8:00am – 9:15am and 3:15pm – 4:00pm or at any time the students are present in the area, as it poses safety concerns. The Parish Centre driveway is only open from 3:15pm – 4:00pm for pickups (Outside School Hours Club until 6:30pm).

School Crossings

There are two School Crossings, which St. Anthony's children may use: one is Exford Road, near Melton South Primary School and one is Wilson Road, opposite St. Anthony's. These are supervised between the hours of 8:00 and 9:00 in the morning and 3:00 and 4:00 in the afternoon. The supervision stops promptly at 9:00am and 4:00pm.

Wilson Road Duty

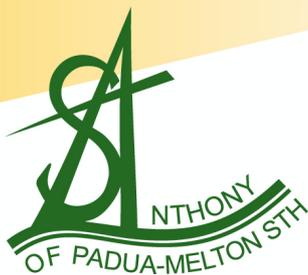
All entries and exits to the school will be locked at 3.35pm. Parents and students are expected to leave the school premises before this time.

Exford Road Duty

Parent's pick up students from the Big Green Gates beside the Hall.
Any unaccompanied students must walk around using the designated yellow line.

Sun Smart Policy

It is also expected that students and teachers follow the sun smart Policy, and wear hats whilst on duty during Term 1 and Term 4.



Appendix 8

St Anthony's Primary School *Student Mobile Phone & Devices Agreement*

- I understand that my mobile phone is to contact family members to organise how I will get home from school.
- I will hand up my mobile phone to the office at the beginning of the day and collect at the final bell at the end of the day.
- I will respect St Anthony's Primary School name, crest, its staff and its students by not storing images on my phone or publishing images on social media.
- I will not use my mobile phone in the schoolyard, before or after school, to make calls, text, use the camera or internet, or use social media or music.
- I understand the consequences if I break this agreement.

Name:

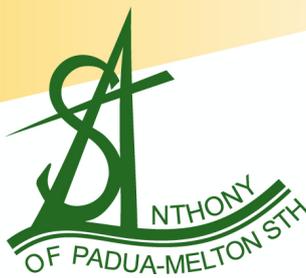
I have a special circumstance to bring in my mobile phone....

Date:		
Student Name	Parent Name	Teacher Name
Student Signature	Parent Signature	Teacher Signature



SOCIAL MEDIA

Tips for staff using social media



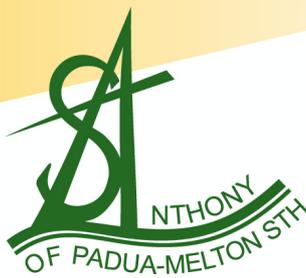
Appendix 9

St Anthony's Primary School *Tips for Staff using Social Media*

(eSafety Toolkit for Schools – Creating safer online environments)

TIPS FOR PROFESSIONAL SOCIAL MEDIA USE

- At school, social media is best used for educational purposes or for organising co-curricular activities. Communication and content should reflect professional staff/student or staff/parent/carer relationships.
- At least two members of staff should have access to any school-authorized social media account, including a member of the school leadership team.
- Staff should only use school-authorized accounts or platforms when corresponding with students and parents/carers. Avoid using personal accounts.
- Posts should be positive and professional. Staff need to think twice before posting, and check posts with a trusted colleague to help with tone and editing.
- Confidential, proprietary or privileged information about other staff, students, parents/carers, or school projects, policies or finances should never be posted or published.
- Student information should not be posted online (including names, videos, photos or work samples) without the written permission of the school, student and parent/carer.
- If approached by a student or parent/carer with concerns about inappropriate content or misconduct on school social media, staff need to deal with it promptly, following school and education sector policies, if applicable.
- Staff in doubt about professional social media use should ask for guidance from a school leader.



TIPS FOR PERSONAL SOCIAL MEDIA USE

Staff need to:

- Maintain professional boundaries on social media and avoid accepting or requesting students or parents/ carers as 'friends'. This includes recent ex-students who may still be connected to current students. Be prepared with an appropriate response when a student or parent/carer asks to connect on any social media or gaming site.
- Avoid sharing personal mobile numbers or communicating with students and parents/carers using personal social media or email accounts.
- Never exchange personal images with students and avoid storing images of, or information about, students on personal devices. Never post images of students on personal accounts. Check to see whether there are sector guidelines about storing student images.
- Enable two factor authentications on all social media and email accounts. Avoid logging into personal accounts on school devices or using personal devices during class time. Remember: if you can't avoid logging in, make sure you log out of your accounts every time.
- Note that students and parents/carers may search for staff online, so it is important to consider your personal online presence (including the use of your real name) and to adjust privacy settings. Consider establishing separate accounts for personal and professional use and keeping personal accounts in private mode.
- Avoid including workplace or work contact details on social media profiles. Listing your school as a place of work on a social media profile that is public may increase the likelihood of being identified by students and parents/carers. It might also link a personal online profile with the school.
- Check that public interactions (likes, photos, posts) align with the ethos of the school. Be aware of guidelines and policies set by employers and model responsible and respectful conduct online.
- Remember that profile pictures are usually visible regardless of privacy settings. Consider deleting old posts and pictures. Deactivate old accounts or request that content is deleted from certain sites if needed, noting that some content may remain public regardless of settings.
- Refrain from criticising colleagues, students, their parents/carers, school management or education sector online (whether using real names or pseudonyms). Remember that even if a profile is set to private, comments or posts may be visible to others, or copied and passed on.
- Avoid using school logos, trademarks or other intellectual property on social media, or making comments on behalf of the school without express content to do so.



TIPS FOR CLASSROOM SOCIAL MEDIA USE, VIDEO SHARING & ONLINE COLLABORATION PLATFORMS

Staff need to:

- Be familiar with the school's online safety and mobile device usage policies.
- Make online behavioural expectations clear to students. Teach students online safety skills and communication protocols. Model good practice when using technology in the classroom.
- Consider co-designing acceptable use agreements with students to set expectations for online behaviour.
- If a student is presenting to a class, remember to preview images, videos, website links, social media content and PowerPoint slides beforehand to check for appropriateness.
- Refrain from posting examples of student work, exam responses or anecdotes from students without permission from the student and parent/carer.
- Preview social media content for appropriateness and ensure it is approved by school leadership when using social media in the classroom.