

# Kalkie State School eSmart Policy

(V:1, 2021- Review December 2023)

## Rationale

At Kalkie State School, we live and breathe the Kalkie 5Cs – Commitment, Courtesy, Care, Consideration and Co-operation. Not only are they a part of the school creed that our students regularly recite, but they underpin everything we do at Kalkie SS. The 5Cs greet visitors at our front gate, they are displayed in every classroom and they form the basis of our Wellbeing program, run weekly across the school.

Students know what the 5Cs look like in our classrooms, the playground and when we are working with digital systems like laptops and iPads.

In growing well-rounded and caring human beings, we understand the importance of developing skills in both the real world and in online spaces. This is evident in our enrolment package – students and parents are asked to sign *Code of Conduct* and *Acceptable Use* agreements, outlining the expectations of acceptable behaviour in the online world. Every time students log in to the network, they agree to these terms before connecting.

As a school, we are embracing the challenges and rewards that working online brings. We have a dedicated space and a Digital Technologies teacher who not only teaches students how to learn and create with devices, but also how to mitigate the risks posed by the cyber-world.

This policy should be read in conjunction with Kalkie State School's *Student Code of Conduct*, Digital Technologies Cyber Safety program and the *Acceptable Use Agreement*.



**eSmart**  
Schools



### Definitions:

Bullying – When a person or a group of people repeatedly and intentionally use words or actions to cause distress and harm to another.

Cyber bullying – Bullying behaviour which takes places through the use of electronic means, such as through e-mail, mobile phones or posts on a social network.

Cyber Safety - The safe and responsible use of information and communication technologies.

Digital Citizen - A person who has the knowledge and skills to effectively use digital technologies to communicate with others, participate in society and create and consume digital content.

Digital Footprint - The unique set of traceable activities, actions, contributions and communications that are manifested on the internet or on digital devices.

Digital Literacy - Having the skills you need to live, learn, and work in a society where communication and access to information is increasingly through digital technologies.

Digital Systems - Elements such as hardware, software and networks and their use. There may be many different components that make up one system.

Digital Technologies - Electronic tools, systems, devices, programs and resources that generate, store or process data.

eSmart - Smart, safe and responsible use of technology.

Social Media - Websites and applications that enable users to create and share content or to participate in social networking.

ICT – Information and Communication Technologies.

### Aim:

This policy aims to :

- Ensure the safety of our students in any and all learning environments.
- Develop safe practices for the use of device driven learning.
- Set expectations for students, teachers and community when using Digital Devices and Online Spaces.
- Encourage students to be active participants in their online lives – reporting inappropriate behaviours towards themselves and others.
- Describe the explicit teaching needed to ensure the safe and responsible use of digital systems to ensure the safety of students.
- Develop partnerships between school and community to ensure eSmart practices exist beyond the school gate.

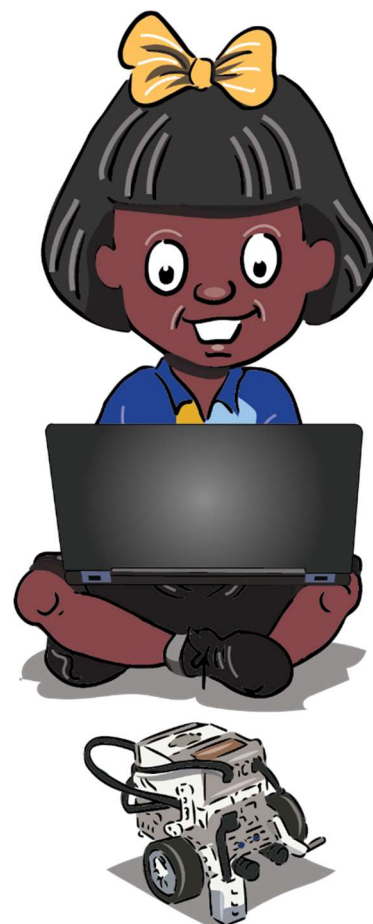


### Implementation:

- Every student at Kalkie State School is taught about the risks of working and playing online through our Digital Technologies program. This is done by our dedicated Digital Technologies program and is tailored to ensure age appropriateness for all students.
- All students in Years Prep to 6 sign a copy of the Acceptable Use Agreement, upon enrolment.
- All students sign an age-appropriate version of the Acceptable Use Agreement, tailored to their particular circumstance and curriculum needs (yearly).
- Members of staff use Digital Technologies and internet in accordance with [DoE Social Media Policy](#), [Use of ICT facilities and devices guideline](#) and [Advice for state schools on acceptable use of ICT facilities and devices](#).
- Students are actively supervised during classroom tasks utilising technology.
- Where students are unsupervised (for example using an iPad to listen to an audio book or to create outdoor artwork at lunchtime), devices are locked to particular apps to prevent access to unsafe online environments.
- Protocols for safe, respectful and responsible use of technology are present and clearly visible in learning spaces.
- Breaches of Acceptable use Agreements are recorded on OneSchool and are dealt with accordingly.
- Students and community can report any instance of online abuse or bullying through a dedicated email address [bustabully@kalkiess.eq.edu.au](mailto:bustabully@kalkiess.eq.edu.au). This is checked by Malinda Findlay, Principal of Kalkie State School & Peter Jordan, Deputy Principal of Kalkie State School.
- A copy of the school ICT and eSmart policies are displayed on the school website.
- Parents are kept up-to-date with changes to the policy, and pertinent Digital Literacy and Cyber Safety information via the Kalkie Facebook page (Tech-E Tuesday).

### Response to online incidents

- School-based incidents such as mistreatment or inappropriate use of resources will result in withdrawal of privileges
- Incidents of online bullying, occurring during the school day, will be referred to the Principal and consequences issued to reflect the severity of the offence
- Serious incidents that happen outside of school will be referred to Kalkie's adopt-a-cop or the Queensland Police Service.
- As part of our standard Cyber Safety program, students are taught to report bullying and other inappropriate behaviour in-app (where there is that option) or via The Office of the eSafety Commissioner's report function (<https://www.esafety.gov.au/report>).
- Kalkie State School also has a dedicated email address [bustabully@kalkiess.eq.edu.au](mailto:bustabully@kalkiess.eq.edu.au) which students and parents can use to report bullying to the Principal & Deputy Principal.



Principal – Kalkie State School

On behalf of the Cybersafe Committee