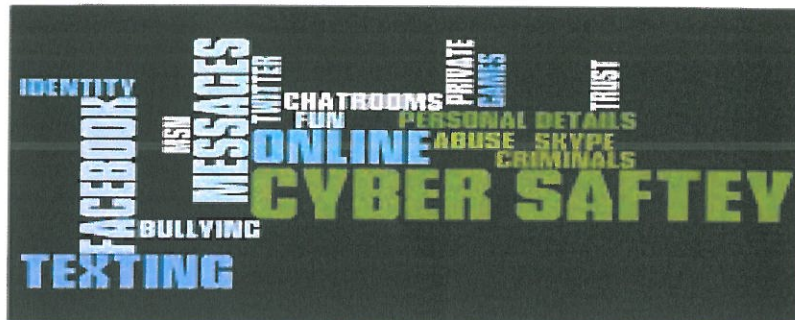


eSmart Cyber Safety



Please note that Monash Special Developmental School has an obligation to maintain a safe physical and emotional environment for all members of the school community. Teachers and students alike are learning to use digital technology in a safe and appropriate manner through the development of programs, policies and protocols.

Cyber Safety Tips For Home

- Keep the family computer or i-Pad in an open area such as the kitchen or living room where it can be monitored.
- Make an effort to spend time with your child while they are on the internet; see what sites they gravitate to and ensure they are aware that you are in fact monitoring their online usage.
- Talk regularly about what to do and where to go if you child experiences cyber bullying (trusted adults, school personnel)
- Create a list of online rules with the family. You may also like to discuss age appropriate sites to visit and set strict boundaries according to your list.
- Speak to your child about not handing out any personal information to others, irrespective of whether they know them or not.
- Reinforce positive behaviour and values and speak opening about information (ie: not all information is correct and can be trusted)
- Set safe search and security controls. Use parental filters and limit the content for which your children can search. Turn off Bluetooth and Geo-Locators (so they cannot be located geographically).

Useful Websites on Cyber Safety

- eSmart website – <http://www.esmart.org.au> (using digital technology safely)
- Office of the Children's eSafety Commissioner – <http://www.esafety.gov.au/about-the-office/events> (games, apps and social networking guide to legal age requirements for certain sites)
- Common sense Media – <http://www.common sense media.org/parent-concerns>

eSmart Staff ICT Guidelines for Monash SDS

eSmart refers to the safe, responsible and ethical use of ICT by staff at Monash Special Developmental School.

- All staff members are responsible for monitoring student use of Digital Technologies. These include IPad, computer usage and school cameras.
- Staff need to model appropriate behaviour when using Digital Technologies in their day to day practice at school and outside school
- Staff members should not accept students, past students of school age or current school parents as friends on Facebook and other similar social networking sites.
- Use of all Digital Technologies devices/equipment is to be limited to educational, professional development and personal usage appropriate in the school environment
- All instances of Cyberbullying, including at school and outside school hours are to be reported to the leadership team.
- Staff must respect the copyright licensing laws with respect to software, information and other materials sourced from the internet.
- Staff must keep their usernames and passwords confidential and not share them with anyone else. Material accessed on a user account is the responsibility of that user. Staff should always log off when they have finished on the computer.
- The school leadership has the right at any time to check work or data on the school's computer network, email, internet, computers and other school ICT equipment/devices, without obtaining prior consent from the Relevant Authorised User.
- Photos of students must only be taken for educational purposes. Any photos taken on mobile devices need to be immediately download onto school computers and then deleted from the mobile devices.
- Teachers need to have read the Department of Education and Training's Policy and understand the requirements when using digital technologies both at school and away from the school.
www.education.vic.gov.au/ict_acceptable_use_policy)