



<b>POLICY:</b>	<b>eSmart Policy</b>
<b>DATE:</b>	November 2019
<b>ENDORSED BY COLLEGE COUNCIL:</b>	28 November 2019
<b>TO BE REVIEWED:</b>	28 November 2022

This policy is to be read in conjunction with the following policies of Strathmore Secondary College:

- Department of Education and Training Acceptable Use Policy
- Student Wellbeing and Engagement Policy
- Child Safe Standards
- Computer Acceptable Use Policy
- Terms of Service for eduPass

### 1. Rights and Responsibilities.

- 1.1 Student rights and responsibilities are outlined in the Computer Acceptable Use Policy.
- 1.2 Staff rights and responsibilities are outlined in the DET Acceptable Use Policy, found on the DET website <http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>
- 1.3 Parent rights and responsibilities are outlined in the DET Acceptable Use Policy found at the above website.

### 2. Provision of secure ways for staff and students to report incidents.

- 2.1 Students can report incidents in person to any staff member (teachers, student services, team coordinators and team leaders).
- 2.2 Staff should follow the notification procedures outlined in the Student Engagement Policy relating to bullying/sexual harassment. (see 3.1)

### 3. Guidelines for students, parents/carers and teachers to follow if an incident has occurred.

- 3.1 The process for dealing with a cyberbullying incident is outlined in the Student Engagement Policy. Responsibilities and possible consequences as outlined in the Student Engagement Policy:

Responsibilities of teacher	Possible actions arising for:	
	Students who bully or sexually harass	Students who are bullied or sexually harass
<ul style="list-style-type: none"> <li>• Observation of bullying</li> <li>• Talk to Students</li> <li>• Document incident on Incident Report Form</li> <li>• Report to Team Leader</li> <li>• Seek feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Intervene &amp; apply consequences for inappropriate behaviour which remind the student of the impact of their behaviour on others e.g. warning reminder of rules, based on 'putting things right' e.g. use of reflection sheets and affective questions.</li> </ul>	<ul style="list-style-type: none"> <li>• Intervene; provide initial support to student(s) by listening and recording incident.</li> <li>• Discuss school process and how to move forward/restore relationship 'putting things right' e.g. use of reflection sheets and affective questions.</li> </ul>

Responsibilities of Team Leader	Possible actions arising for:	
	Students who bully or sexually harass	Students who are bullied or sexually harass
<ul style="list-style-type: none"> <li>All complaints of bullying treated seriously</li> <li>Document the incident on Incident Report Form</li> <li>Explain to students the three steps: <ul style="list-style-type: none"> <li>Warning/explanation of policy</li> <li>Contact Parents/Carers</li> <li>Suspension</li> </ul> </li> <li>Monitor the students who continue to bully</li> <li>Inform staff of serious situation</li> <li>Referral to Student Support Services Team (SSST)</li> <li>Case Management</li> </ul>	<ul style="list-style-type: none"> <li>Parents/Carers may be notified</li> <li>Counselling may be recommended (reinforcing aspects of the school's restorative practice)</li> <li>Appropriate consequences may include: <ul style="list-style-type: none"> <li>Withdrawal</li> <li>Reflection sheet</li> <li>Student meeting after school</li> <li>Separate in class</li> <li>Suspension</li> <li>Expulsion</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Parents/Carers may be notified</li> <li>Observation of behaviour noted with a view of support such as; <ul style="list-style-type: none"> <li>Assertiveness training</li> <li>Build self-esteem</li> <li>Strategies for coping</li> </ul> </li> <li>Counselling</li> <li>Case Management</li> </ul>

Responsibilities of Student Support Services Team	Possible consequences for:	
	Students who bully or sexually harass	Students who are bullied or sexually harass
<ul style="list-style-type: none"> <li>Provide opportunities for discussion/reflection/mediation of the incident</li> <li>Referral to outside agencies</li> </ul>	<ul style="list-style-type: none"> <li>Counselling with a focus on impact of behaviour</li> <li>Mediation contract and follow up</li> <li>Prevention programs</li> <li>Intervention programs</li> <li>Referral to outside agencies</li> </ul>	<ul style="list-style-type: none"> <li>Counselling with focus on impact of bullying or harassment</li> <li>Mediation contract and follow up</li> <li>Prevention programs</li> <li>Intervention programs</li> </ul>

Responsibilities of Assistant Principal/Principal	Possible consequences for:	
	Students who bully or sexually harass	Students who are bullied or sexually harass
<ul style="list-style-type: none"> <li>Discussion/reflection/mediation re incident.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor behaviour/progress</li> <li>Case Manage</li> <li>Contact with South West Victoria Region</li> <li>Contact police if appropriate</li> <li>Suspension</li> <li>Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Consult with Team Leader, Co-ordinator and Student Services.</li> </ul>

#### 4. Guidelines for the school community's smart, safe and respectful use of technologies for learning and communicating.

- 4.1 Guidelines for acceptable use of technologies by students are outlined in the Computer Acceptable Use Policy.
- 4.2 Guidelines for acceptable use of technologies by staff are outlined in the DET Acceptable Use Policy.
- 4.3 Guidelines for the use of social media are outlined in the 'Social Media Guidelines 2016' document, including reference to [Ministerial Order 1038](#) and the [VPS Code of Conduct](#).

#### 5. Expectations for teacher use of technologies for student engagement, learning and feedback/reporting.

- 5.1 Teachers are supported through their faculties to implement technologies for student engagement, learning and feedback/reporting.
- 5.2 Student progress and end of semester reports are provided via Compass.
- 5.3 Timely feedback is provided to students via Learning Tasks on Compass.

## **6. If negative behaviour persists:**

6.1 If negative behaviour persists, the school will follow procedures outlined in the Student Engagement Policy. See 3.1 for an outline of processes.

## **7. Recording and secure storage of information about incidents.**

7.1 All incidents involving bullying and/or harassment are recorded on the Student Management System (Compass Chronicle).

7.2 Further information may be stored in student records.

## **8. Involvement and communications with relevant school community members (parents and carers).**

8.1 Parents/Carers are kept informed of incidents via communications with the student coordinators and/or student services.

8.2 Parents can also access information from the State and Federal Government such as the office of the eSafety Commissioner (<https://www.esafety.gov.au>).

## **Review Cycle**

This policy was last updated in November 2019 and is scheduled for review in November 2022