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Noosa District SHS School eSmart Policy 2021

We are

eSmart

alannah & madeline foundation

The Noosa District SHS School eSmart policy consists of six domains.

Domain 1: Effective school organisation
Domain 2: School plans, policies and procedures
Domain 3: Respectful and caring school community
Domain 4: Effective teacher practices
Domain 5: An eSmart curriculum
Domain 6: Partnerships with parents and the local community

Explanatory notes and definitions

Bring Your Own Device (BYOD)

The term Bring Your Own Device, refers to a student-owned device such as a laptop or tablet. They are brought to school by the student to use for their learning.

Bullying

Bullying2 is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, sexual orientation or practice of religion. Bullying of any form, or for any reason, can have long-term effects on those involved, including bystanders. Bullying can happen anywhere: at school, travelling to and from school, in sporting teams, between neighbours, or in the workplace.

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Bullying behaviour can be:

- verbal, e.g. repeated name calling, teasing, abuse, putdowns, sarcasm, insults, threats;
- physical, e.g. repeated hitting, punching, kicking, scratching, tripping, spitting;
- social, e.g. repeated ignoring, excluding, ostracising, alienating, making inappropriate gestures;
- psychological, e.g. repeated spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

Bullying behaviour is not:

- children not getting along well;
- a situation of mutual conflict;
- single incidents of nastiness or random acts of aggression or intimidation.

Cyber-bullying

Cyber-bullying involves the use of any information communication technology by an individual or group to carry out deliberate, isolated or repeatedly hostile behaviour that is intended to harm others or is undertaken recklessly without concern for its impact on others.

Children who are cyber-bullied are also likely to be bullied face-to-face.

Examples of cyber-bullying can include:

- sending insulting or threatening text messages;
- publishing someone's personal or embarrassing information online;
- repeatedly hanging up on calls;
- creating hate sites or starting social exclusion campaigns on social networking sites.

Domain 1
Effective school organisation

eSmart Committee

An eSmart committee has been established at the school and meets twice a year. The committee has representatives from a range of teaching and administrative areas of the school.

Collection of cybersafety incident data

The school has systems for the recording of incident data and works closely in partnership with students, parents and Cybersafety and reputation management.

Effective bullying and negative incident reporting system

Noosa District SHS has a reporting system for all incidents.

School policies in areas such as building relationships, anti-bullying, student wellbeing and pastoral care guide us in our management of cyber incidents.

These policies are:

- NDSHS Code of Conduct
- NDSHS enrolment policy

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Domain 2
School plans, policies and procedures

BYOD – Conditions of Use

When using a privately-owned laptop at Noosa District State High School, or connecting it to the school network, we agree that:

- The device must at all times be connected to the BYOD Gateway when on School premises and in use. When connected to the BYOD Gateway, all activities will be logged. School ICT guidelines are to be followed in accordance with the completed and signed school ICT Agreement (signed on enrolment)
- The device will only be used for educational purposes when connected to and using school services.
- Noosa District State High School will only provide technical support to enable connectivity to the school network via the BYOD Gateway that provides access to student files required for class, internet and printing services.
- It is the responsibility of the student to ensure that the private laptop is secured when not in use. Noosa District State High School takes no responsibility for theft, loss, vandalism, damage or unauthorised access to private laptops.
- BYOD must contain a virus scanner with up to date data virus definitions.
- It is the responsibility of the student to back up data on the private laptop eg to OneDrive or USB drive.
- Any software purchased under Education Queensland agreements must be removed from the private laptop as per the conditions of the agreement. This includes students leaving Noosa District State High School. Any privately owned software installed on the laptop must be age appropriate, follow copyright legislation and not cause offence.
- Noosa District State High School and Education Queensland reserves the right to restrict access and use of any private laptop used on the school campus, whether it is connected to the school network or not. Access to the school network and permission to use the private laptop on school grounds will be withdrawn as a consequence of any inappropriate use and/or security breach. Cloud Based Services such as iCloud or Dropbox must not be used at school to store, send or access information at school (with exception to their school-based OneDrive account).

2020 BYOD NDSHS Charter and Acceptable Use Policy #Version 4.91#10032020

Use of Laptops at Noosa District State High School

Noosa District State High School was a lead school for Bring Your Own Device (BYOD) initiative. This new pathway supports delivery of enriched 21st Century education through the use of information technology. It is a tool that enhances pedagogy, facilitates the creation and sharing of knowledge, and allows differentiation in learning. Information technology is more than a method of retrieving information.

The use of a laptop and other technologies:

- Enhances independence and self-initiated learning among students
- Extends student learning beyond the classroom
- Promotes the development of 21st Century teaching and learning
- Enables the delivery of ICT as an Australian Curriculum general capability

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How the BYOD Gateway Works

Web Based Services Consent

Permission to Use Cloud, Web Based and App Services

Cloud, Web Based and App Services are used to support curriculum delivery at Noosa District State High School.

Moodle (Virtual Library) and OneNote are examples of these services.

All web-based services in use have undergone a risk assessment by the Queensland Government Service Centre.

Teachers in charge of these activities will have read the risk assessment and will constantly monitor use and immediately cancel the activity should any concern be raised. Students and parents are asked to report any concerns with any web-based activity to their teacher immediately.

A number of precautions will be taken when creating logins. These include:

- The student's first name and first two initials of the surname eg for John Brown use – johnbr – for a student log in has been used.
- Where a first name and surname are required as separate fields, as above, johnbr as a first name and the word student as a surname has been used.
- Students will be told not to use their school password as the password for any of these websites.
- The use of the name Noosa District State High School has been minimised where possible, the use of NDSHS has been used.
- No photos of students have been uploaded.
- Wherever possible, the use of avatars, personas or fictional characters when interacting within a website is utilised.
- If an email address is required, students' school email addresses will be used to register and identify students on these websites.

A list of the services in use will be published in the school newsletter periodically. In order to keep our records up to date, permission for the use of web-based services has been included on the BYOD Connection Request and Borrowing a Stay at School Laptop Permission form.

2020 BYOD NDSHS Charter and Acceptable Use Policy #Version 4.91#10032020

Noosa District State High School Acceptable Use Policy

Dear Parents/Guardians

Noosa District State High School has a school wide computer network that supports effective student learning across the school's curriculum. This network also provides student access to the Internet and email. It is important that you and your child are familiar with the guidelines as stated in the accompanying Information Communication Technology Acceptable Use Policy. Education Queensland requires that all schools have an ICT Acceptable Use Policy.

In summary these refer to –

- Purpose of the school network and Internet access. This gives students the benefit of coordinated networked computers and information technology facilities for educational purposes - their daily classwork as well as for research purposes. The provision of Internet access provides connections to resources world- wide, as well as facilitating local, regional and world- wide communication through email.
- Types of information available and intellectual ownership. Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright law.
- User responsibilities. Students are responsible for all activity carried out on their personal network account.
- Personal security. Students are not to disclose personal information - their own or other people's, on the Internet.
- Sanctions. Inappropriate use of the network facilities, including the Internet or email will incur the loss of access to these facilities.

The use of your child's account must be in support of, and consistent with, the educational objectives of the school, the NDSHS Responsible Behaviour Plan for Students and the Information Communication Technology Acceptable Use Policy and Agreement. Failure to follow these will result in the loss of privilege to use these facilities. Although we have established Acceptable Use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. Education Queensland provides a filtered internet feed to all schools and teachers will always exercise their duty of care, however protection against exposure to harmful information on the Internet must depend finally upon responsible use by students.

Noosa District State High School Acceptable Use Policy Cont.

- This policy sets out guidelines for the acceptable use of:
  - o the School's computer network facilities
  - o installed computer software
  - o the Internet
  - o electronic mail which are provided to students for educational purposes only.
- Acceptable use issues may be broadly categorised as personal conduct relating to:
  - o System security
  - o Legal requirements
  - o Ethical use of Education Queensland's computer network facilities at Noosa District State High School
  - o Standards of interpersonal communication.
  - o Benefits to students - Students will have access to
  - o A variety of equipment, software and services to support effective learning
  - o Information sources for research via network facilities and the Internet
  - o Network facilities before school and during lunch breaks.
- Procedures for use - Students are expected to:
  - o Operate all equipment with care. Follow written and oral instructions for room and equipment use. Consult a teacher where necessary.
  - o Ensure personal security of their user account by correctly logging on and off.

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Responsibilities of Students

Students are responsible for all activity carried out on their personal network account.

Students will NOT;

- Share their passwords with anyone else
- Use another student's network account
- Allow another student to use their account
- Attempt to change the network in any way
- Install / use any software other than that provided by the school
- Attempt to bypass security
- Store inappropriate material in their network account (eg non-program related files, .exe files, personal files, video files, games)

Internet and Email Acceptable Use Responsibilities

Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and students must at all times exercise careful judgment over all material that they access and communications that they make.

A Word to Students on Personal Responsibility

When you are using the school network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. The fact that you can do something or think you can do something without being caught does not make it right to do so. The school network is for storage and access of school course related materials only.

2020 BYOD NDSHS Charter and Acceptable Use Policy #Version 4.91#10032020

You MUST NOT ....

- Violate copyright laws by using material from Internet sites without permission of the copyright owner.
- Plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Film, view, send, store or display indecent and/or offensive messages or pictures.
- Use profane, abusive, impolite or sexually explicit language to communicate. Do not knowingly access materials which are not in line with the rules of the school. A good rule to follow is to never view, send, or access materials which you would not want your teachers and parents or colleagues to see. Should you encounter such material by accident, you should report it to your teacher immediately.
- Share your password with another person under any circumstance or logon for another person whose privileges have been withdrawn.

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- Waste limited resources such as storage space or printing capacity. Large files are not to be downloaded unless permission has been obtained from a supervising teacher. Users are expected to remain within allocated storage space and delete material which takes up excessive storage space.
- Trespass in another's folders, work, or files. Respect their privacy. Network storage areas may be treated like school lockers. The Information Technology Coordinator may review communications to maintain system integrity and will ensure that students are using the system responsibly.
- E-mail, or place on the Web, personal contact information about yourself or other people. Personal contact information includes your home address, telephone number, the school address, your work address etc.
- NEVER agree to meet with someone you have met online unless you have your parent's approval.
- Possible Network misuse will be detected in a number of ways:
  - As reported by staff or students
  - As notified by Education Queensland Officers (Note: Education Queensland reserves the right to monitor and audit any or all intranet, Internet or e-mail activity undertaken by EQ officers using departmental resources).
  - As discovered by the Information Technology Coordinator through for example, inspection of Network security logs and Internet proxy logs, scans of student file storage areas, and automatic notifications of inappropriate e-mail use.

Inappropriate content on social networking sites

Social networking sites such as Facebook, Instagram and Snapchat have changed the way young people communicate. While these sites are an effective way to keep in touch, it is important for young people to be cybersmart and think before posting material online.

- All web users have a responsibility to be mindful when publishing content online to ensure it does not breach social, religious, cultural or copyright standards.
- If our school becomes aware of inappropriate content involving our staff, students or school, or images, banners, logos or our school crest are used without permission, we will take reasonable steps to ensure the content is removed.
- Our school is committed to promoting a safe and supportive learning environment and students involved in the posting of inappropriate material on websites may be disciplined in line with our school's Responsible Behaviour Plan for Students

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How to manage online incidents that impact your school

Student protection
If at any point the principal forms a reasonable suspicion that a student has been harmed or is at risk of harm, they have a responsibility to respond in accordance with the Student protection procedure.
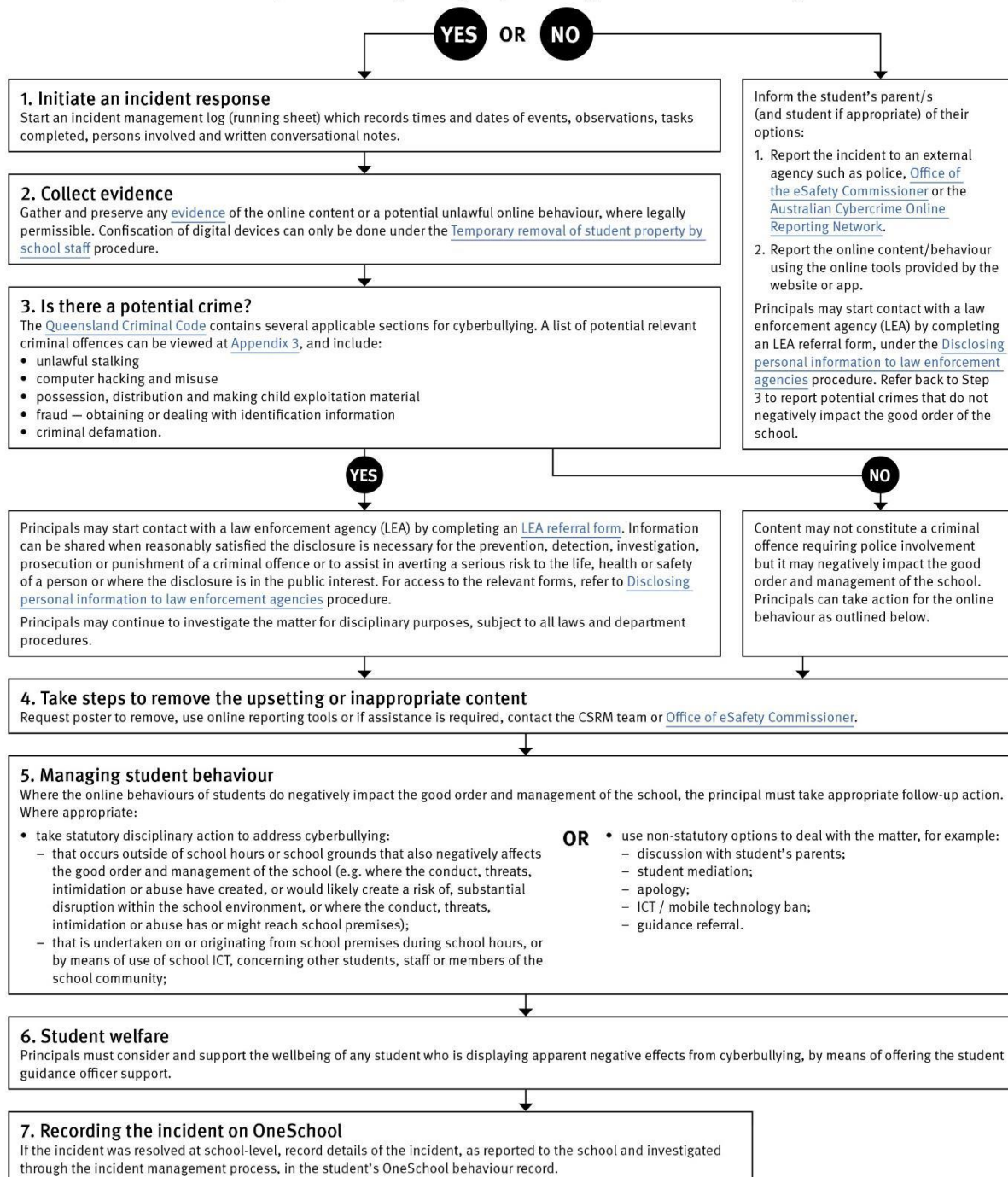
Explicit images
If the investigation involves naked or explicit images of children, staff should not save, copy, forward or otherwise deal with the content, as per the Temporary removal of student property by school staff procedure. This includes onto OneSchool records. Refer to the investigative process outlined in 'Responding to incidents involving naked or explicit images of children' from the Online Incident management guidelines.

Report
Refer to the Online incident management guidelines for more details, or if assistance is required, contact the Cybersafety and Reputation Management (CSRM)team on 3034 5035 or Cybersafety.ReputationManagement@qed.qld.gov.au.

Does the online behaviour/incident **negatively impact the good order and management** of the school?

YES OR **NO**

1. Initiate an incident response
Start an incident management log (running sheet) which records times and dates of events, observations, tasks completed, persons involved and written conversational notes.

2. Collect evidence
Gather and preserve any evidence of the online content or a potential unlawful online behaviour, where legally permissible. Confiscation of digital devices can only be done under the Temporary removal of student property by school staff procedure.

3. Is there a potential crime?
The Queensland Criminal Code contains several applicable sections for cyberbullying. A list of potential relevant criminal offences can be viewed at Appendix 3, and include:
- unlawful stalking
- computer hacking and misuse
- possession, distribution and making child exploitation material
- fraud — obtaining or dealing with identification information
- criminal defamation.

YES

Principals may start contact with a law enforcement agency (LEA) by completing an LEA referral form. Information can be shared when reasonably satisfied the disclosure is necessary for the prevention, detection, investigation, prosecution or punishment of a criminal offence or to assist in averting a serious risk to the life, health or safety of a person or where the disclosure is in the public interest. For access to the relevant forms, refer to Disclosing personal information to law enforcement agencies procedure.

Principals may continue to investigate the matter for disciplinary purposes, subject to all laws and department procedures.

(right column top)

Inform the student's parent/s (and student if appropriate) of their options:

1. Report the incident to an external agency such as police, Office of the eSafety Commissioner or the Australian Cybercrime Online Reporting Network.
2. Report the online content/behaviour using the online tools provided by the website or app.

Principals may start contact with a law enforcement agency (LEA) by completing an LEA referral form, under the Disclosing personal information to law enforcement agencies procedure. Refer back to Step 3 to report potential crimes that do not negatively impact the good order of the school.

NO

Content may not constitute a criminal offence requiring police involvement but it may negatively impact the good order and management of the school. Principals can take action for the online behaviour as outlined below.

4. Take steps to remove the upsetting or inappropriate content
Request poster to remove, use online reporting tools or if assistance is required, contact the CSRM team or Office of eSafety Commissioner.

5. Managing student behaviour
Where the online behaviours of students do negatively impact the good order and management of the school, the principal must take appropriate follow-up action. Where appropriate:

- take statutory disciplinary action to address cyberbullying:
  - that occurs outside of school hours or school grounds that also negatively affects the good order and management of the school (e.g. where the conduct, threats, intimidation or abuse have created, or would likely create a risk of, substantial disruption within the school environment, or where the conduct, threats, intimidation or abuse has or might reach school premises);
  - that is undertaken on or originating from school premises during school hours, or by means of use of school ICT, concerning other students, staff or members of the school community;

OR
- use non-statutory options to deal with the matter, for example:
  - discussion with student's parents;
  - student mediation;
  - apology;
  - ICT / mobile technology ban;
  - guidance referral.

6. Student welfare
Principals must consider and support the wellbeing of any student who is displaying apparent negative effects from cyberbullying, by means of offering the student guidance officer support.

7. Recording the incident on OneSchool
If the incident was resolved at school-level, record details of the incident, as reported to the school and investigated through the incident management process, in the student's OneSchool behaviour record.

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Key contacts for students and parents to report bullying:

Year 7 to Year 12 – Teacher, head of year, year level team (YLT)

Year Level Team Delegate

Step 1 Listen

- Provide a safe, quiet space to talk
- Reassure the student that you will listen to them
- Let them share their experience and feelings without interruption
- If you hold immediate concerns for the student's safety, let the student know how you will address these. Immediate in this circumstance is where the staff member believes the student is likely to experience harm (from others or self) within the next 24 hours

Day one Document

- Ask the student for examples they have of the alleged bullying (e.g. hand written notes or screenshots)
- Write a record of your communication with the student
- Check back with the student to ensure you have the facts correct
- Enter the record in OneSchool
- Notify parent/s that the issue of concern is being investigated

Day two Collect

- Gather additional information from other students, staff or family
- Review any previous reports or records for students involved
- Make sure you can answer who, what, where, when and how
- Clarify information with student and check on their wellbeing

Day three Discuss

- Evaluate the information to determine if bullying has occurred or if another disciplinary matter is at issue
- Make a time to meet with the student to discuss next steps
- Ask the student what they believe will help address the situation
- Engage the student as part of the solution
- Provide the student and parent with information about student support network
- Agree to a plan of action and timeline for the student, parent and yourself

Day four Implement

- Document the plan of action in OneSchool
- Complete all actions agreed with student and parent within agreed timeframes
- Monitor student and check in regularly on their wellbeing
- Seek assistance from student support network if needed

Day five Review

- Meet with the student to review situation
- Discuss what has changed, improved or worsened
- Explore other options for strengthening student wellbeing or safety
- Report back to parent
- Record outcomes in OneSchool

Ongoing Follow up

- Continue to check in with student on regular basis until concerns have been mitigated
- Record notes of follow-up meetings in OneSchool
- Refer matter to specialist staff within 48 hours if problems escalate
- Look for opportunities to improve school wellbeing for all students

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Use of mobile phones and other devices by students

Refer to: Advice for state schools on acceptable use of ICT facilities and devices, Use of IT systems procedure.

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the broader school community,

Noosa District SHS has determined that explicit teaching of responsible use of mobile phones and other devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students. Specific mobile phone posters will be displayed in classroom learning spaces and other common areas clearly outlining expectations. Please respect the community agreed expectations for these spaces and behaviours.

Responsibilities

The responsibilities for students using mobile phones or other devices at school or during school activities, are outlined below.

At teacher discretion, it is **acceptable** for students at Noosa District SHS to:

- use mobile phones or other devices for assigned class work and assignments set by teachers developing appropriate literacy, communication and information skills
- authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents or experts in relation to school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the department's eLearning environment.
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place the mobile device out of sight during classes unless the device is being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use a mobile device under special circumstances.

It is **unacceptable** for students at Noosa District SHS to:

- use a mobile phone or other devices in an unlawful manner
- use a mobile phone in technology-free designated spaces or times
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language

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- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Noosa District SHS Student Code of Conduct. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
- access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
- the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
- schools may remotely access departmentally-owned student computers or mobile devices for management purposes
- students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
- despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
- teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Junior Secondary Campus Mobile phone policy

What does it mean to be a phone free campus?
As a school, we are committed to providing a safe and supportive learning environment for your child. Reducing distractions and promoting an environment of learning is central to our Junior Secondary learning philosophy of FLYING. As such, the use (in any mode) of mobile phones will not be permitted from the time a student enters the school grounds to the conclusion of the school day. This includes before school and during break times. Furthermore, other devices such as Smart watches must be on 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

What if I need my child to have a mobile phone so they can contact me?
During the school day NDSHS Pomona students are the responsibility of the school. Communication between parents and students, during school hours, should occur via phone call to the school's administration on 5480 8111. Students are welcome to present to the office to contact home via the administration team if necessary.

We do understand that some parents/carers wish to provide their children with mobile phones for use after school, and therefore require a phone to be brought to school. In the event that your child needs to bring a mobile phone to school, the phone must remain off and in their bag for the entirety of the school day. Students are welcome to use their phones outside school hours.

What is the process if my child continues to use a mobile phone at school?
To ensure a whole campus understanding we will begin advocating that phones are to be left at home from the 31st May, 2021 until the end of term 2. During Home Group and Parades, students will be introduced to the policy, work through explicit lessons and be reminded of the Semester 2 expectations that mobile phones will not be permitted on grounds. Students who breach the school's mobile phone expectation will be managed in line with the school's Student Code of Conduct. This may include the student handing their phone into the office for collection by the parent.

Preventing and responding to bullying and cyberbullying
Noosa District SHS uses the Student Learning and Wellbeing Framework supported by the resources available through the Australian Student Wellbeing Framework to promote positive relationships and the wellbeing of all students, staff and visitors at the school to Connect, Succeed and Thrive. Our school Wellbeing framework that ensures a culture that promotes learning is prioritised and explicitly taught through the HPE curriculum and the whole school wellbeing program (FLYING program, Senior Success Program) that includes an evidence-based antibullying program supported by the Bullying No-Way resources.

Our staff know student learning is optimised when they feel connected to others and experience safe and trusting relationships. Students who feel secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes. Teachers who feel valued and supported are more likely to engage positively with students and build stronger connections within the school community. Parents who are positively engaged with their child's education leads to improved student self-esteem, attendance and behaviour at school. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

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Bullying

The agreed national definition for Australian schools describes bullying as:

- 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
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening
- happening 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)
- having 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.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

However, these conflicts are still considered serious and need to be addressed and resolved. At Noosa District SHS, our staff will work to quickly respond to any matters raised of this nature in collaboration with students and parents.

The following flowchart explains the actions Noosa District SHS teachers will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the school setting. Please note that the indicative timeframes will vary depending on the professional judgment of teachers who receive the bullying complaint and their assessment of immediate risk to student/s.

- Continue to check in with student on regular basis until concerns have been mitigated
- Record notes of follow-up meetings in OneSchool
- Refer matter to specialist staff within 48 hours if problems escalate
- Look for opportunities to improve school wellbeing for all students

Various policies and procedures are updated annually, such as the:

- eSmart policy, which is reviewed by the ICT Coordinator, in collaboration with the eSmart committee;
- behaviour management system as published in the school's *Code of Conduct*
- Student Acceptable use of ICT policy and *Student ICT Acceptable Use Framework* as published on the school's BYOD website and school website.

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Domain 3

Respectful and caring school community

School values

Our school publishes its core values, called *voice learning principles*, on our website and in classrooms. As part of student leadership responsibilities at the school, the Year level Coordinators (YLC) lead assembly and promote the school's values every week. These values are placed in context for all members of the community to hear, and the YLC relate these principles to a situation or learning behaviour.

Giving a voice to all members of the school community fosters interactions where all parties are free to express opinions appropriately. We believe that everyone in or associated with our school has the following rights, such as:

- the right to feel safe and happy;
- the right to be treated with dignity and respect;
- the right to learn.

We also believe that these rights bring responsibility. We will be responsible for upholding these rights for ourselves and others by:

- acting safely;
- being considerate of feelings;
- being respectful;
- allowing learning to take place.

We believe that, as teachers, we are committed to modelling responsible behaviour to the Students in our care and dealing with them at all times in a fair and consistent manner. We believe that teachers and parents share this responsibility and we should, in working together, endeavour always to model the behaviour to each other that we hope for from the students.

Domain 4

Effective teacher practices

Authentic learning

Students learn authentically when they:

- engage in work that is rigorous and challenging;
- engage critically with the material being learned - both as individuals and in collaboration;
- make connections between the material being learned, and their own lives and experiences;
- share what they have learned with others;
- exercise choice as they pursue their own passions and interests;
- believe that they are capable learners and have high expectations of themselves;
- apply knowledge and skills creatively in a range of situations.

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Authentic Assessment

Students use assessment to monitor and evaluate their learning and set goals for future learning.

Information gained through assessment enables the student to:

- demonstrate their learning;
- reflect on their learning growth;
- decide and act on future directions in their learning journey;
- articulate and describe to peers, teachers and parents what they have learned and what they need to learn.

Our staff model agreed approaches to smart, safe and responsible use of information and communications technologies

Teachers model appropriate ways to use digital technologies. Teachers use platforms such as Google Classroom to safely and effectively provide students with online resources. Teachers model for students how to use these digital resources and present them in appropriate learning sequences. There is also a teaching focus on reading and comprehension of digital sources. Teachers ensure that digital texts are age appropriate for the students.

Teachers are given continuing professional development in current teaching and learning strategies using digital technologies.

Staff are required to follow system procedures and policies around the responsible use of technology such as the *Code of Conduct for the Queensland Public Service and the DET Standards of Practice.*

Domain 5
An eSmart curriculum

NDSHS programs contain the explicit teaching about rights and responsibilities, digital citizenship, bullying and its dynamics, social and emotional skills and cybersafety.

This is through various programs such as, FLYING lessons, RAGE, YABBA, GEM and transition programs.

Additionally, opportunities for the explicit teaching of cybersafety concepts occurs regularly when:

- rights and responsibilities are taught at the beginning of each school term as a whole school and also in classes;
- bullying and social and emotional skills are taught as part of the school's FLYING program
- digital citizenship and cybersafety are embedded in lessons where students have access to online resources;
- host cybersafety presentations for students, facilitated by organisations such as "Think U Know"
- as required, usually based on information reported by students or parents, situations arise requiring reinforcement of appropriate rules.
- to provide students with purposeful instruction for areas of needs as they occur.

We are an
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School

Domain 6
Partnerships with parents and local community organisations

NDSHS regularly communicates ICT and cybersafety information to parents.

NDSHS partners with local feeder schools and P&C groups to support and co present cybersafety presentations for parents, students and teachers.

The ICT Coordinator and school's leadership team proactively address issues and answer questions from students, parents and staff.

The school executive and ICT Coordinator regularly communicate with parents and carers about values, bullying, cyberbullying, cybersafety and the smart, safe and responsible use of technology.

The relationships with local Council and Police assist in providing relevant and timely information for students and parents relevant specifically to our community. The school has developed valuable industry links with organisations such as "Think U Know" (cybersafety) and members of the parent community who are also in the IT industry.

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