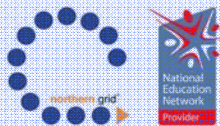


www.northerngrid.org/esafety

Please go to the above link for more information, resources, guidance and support for:

- Pupils
- Parents/Carers
- Schools
- Local Authorities
- Governors



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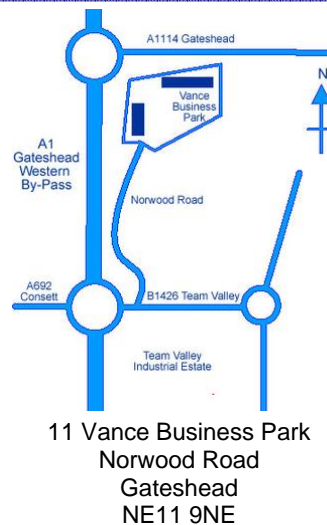
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The Northern Grid for Learning

E-Safety

SAFETY

KEEPING ONLINE LEARNERS SAFE

northern grid™

E-Safety

All users have an entitlement to access systems that promote their wellbeing and safety. This is particularly important when dealing with young and vulnerable people.

Headteachers, Governors and other adults have a responsibility for promoting safety within a digital world.

This information highlights some of the key areas. It does not attempt to identify all issues or answers. Sites should undertake their own risk assessment and develop their own policies, procedures and systems.

There are many resources, materials and other useful information to support working in this area.

Many of these can be found by going to: www.northerngrid.org

How Safe is your school?

The Internet is a wonderful resource which provides a wealth of information and learning activities. It has a darker side, which contains information not appropriate to learners in schools. Schools need to be aware of the potential dangers of the Internet and take measures to ensure safe usage by all.

All schools have a responsibility to ensure that all pupils and staff access the Internet in a safe and responsible way. Failure to do this could result in disciplinary or even legal action being taken against individuals, headteachers and governing bodies.

The use of online communications should reflect the culture and philosophy of each school. Some schools have specific values and beliefs which will need to be reflected in their overall ICT policy use.

It is recommended that each school has an E-Safety committee. This committee should include senior school managers, governors, teachers, parents and pupils representation. This committee will set the standards and policy for the school's acceptable use.

Acceptable Use Policies

Every school should have an Acceptable Use Policy. This sets out the rules and regulations for users. It states what is acceptable and has clearly understood sanctions for any breach of acceptable use.

Schools need to ensure that all staff and pupils understand the school's policy. It is recommended that all staff and pupils sign a contract to show that they have understood the policy and agree to its rules.

Copies of sample Acceptable Use Policies can be found on the Northern Grid website: www.northerngrid.org

Use of Email

Each site should have a clearly understood policy for email use. This should include whether emails can be used within the school, within the LA or to other users outside the system.

All email systems should be protected from viruses and SPAM.

For more information go to: www.northerngrid.org

Use of Internet

Every educational site should meet Becta specifications for filtering. All users should understand the site policy on Internet use, for example:

Are all users able to use the Internet for personal use e.g. shopping?

All sites should have clearly understood procedures for logging and reporting inappropriate websites.

For further information go to: www.northerngrid.org

Passwords

All users should have individual usernames and passwords.

For further guidance on password protocol go to: www.northerngrid.org

Monitoring and Reporting

Every site should have a clearly understood policy that network usage may be monitored. This could be as part of routine maintenance or as a result of particular circumstances.

Each site should have clear guidance and protocols linked to monitoring activity. This is to protect staff from being placed in difficult situations.

In certain circumstances sites may need to report activity to law enforcement or other agencies.

For further information go to: www.northerngrid.org

Cyberbullying

Misuse of electronic communication systems can lead to people being bullied or harassed.

Users need to be very aware of this and sites should have policies for dealing with these incidents.

Use of 3rd party forensic software can be of use in managing such issues.

For further information go to: www.northerngrid.org

Roles and Responsibilities

It is important that all users understand their roles, entitlements and responsibilities regarding ICT use.

These apply to staff, students and visitors equally. Northern Grid has developed guidance on these.

For more information go to: www.northerngrid.org