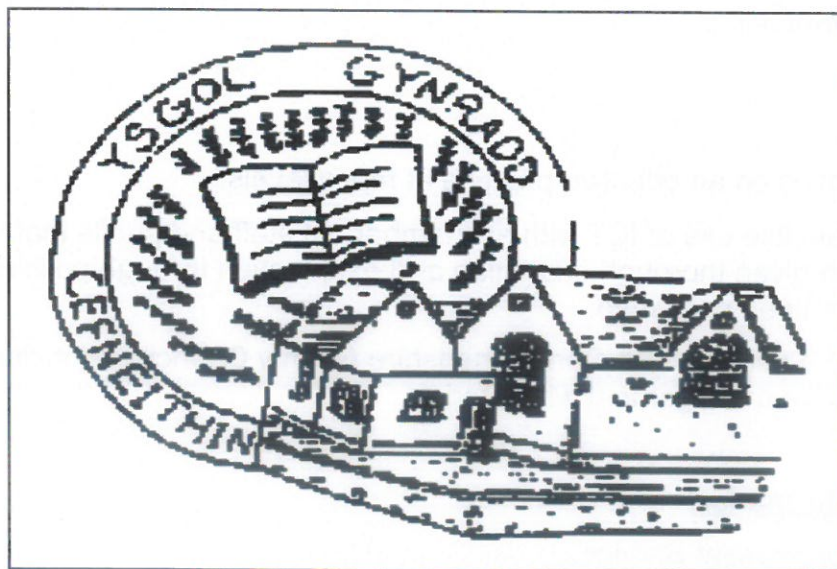


CEFNEITHIN PRIMARY SCHOOL

E-SAFETY POLICY AND AUDIT 2019



E-Safety Audit

This audit, with the support of the Senior Leadership Team will assess if the fundamental aspects of E-Safety are in place to support a variety o activities.

Does the school have an E-Safety policy that coincides with the guidance of CCC?	Yes
Date of the recently updated version: May 2019	
The Policy is available for all members of staff and governors in the: Head Teacher's Office	
For Parents: School Website	
The specific person to point of contact for Child Protection is: Mrs B Owen and Miss C Huntley	
The specific person to point of contact for e-safety is: Mrs Beverly Owen and Mrs C Richards	
Has E-Safety training been provided for staff and pupils.	Yes
Do all staff log the inappropriate ICT behaviour?	Yes
Do all staff sign to acknowledge that they have read the E-Safety Policy.	Yes
Do all parents sign and return an agreement stating their child will follow all e-safety rules in the school?	Yes
Have the rules been stated to the children on e-safety?	Yes
Do these rules appear in all classrooms by a computer?	Yes
Access to the Internet is provided by an approved educational internet service provider and it coincides with the requirements of CCC safe access	Yes
Was the audit produces by the Senior Leadership Team with the support of CCC?	Yes
Is the personal data that's collected, stored and used in unity with the principles of the Data Protection Act?	Yes

2.3 Managing Internet Access

2.3.1 Protecting the information systems

The ICT protection systems will be revised on a regular basis.

- We will discuss the strategies for Internet protection with CCC IT Department.

2.3.2 E-mailing

- No pupil will be allowed to use an e-mail account without it being authorised, and on the school system.
- Pupils must tell his/her teacher if they come across an offensive e-mail.

- Pupils mustn't reveal personal information about themselves or others through emails. Nether should they arrange to meet anyone without permission.
- E-mails should be written to external bodies carefully and authorised before they're sent, as you would do with a letter on headed paper.
- Forwarding chain letters are forbidden.
- Sending messages warning of viruses is forbidden, as most of them are deceiving.

2.3.3 Information that's published on the School Website

- The contact information that's published on the School Website should include the school's address, e-mail address and the school's phone number

- The Head Teacher and ICT Co-ordinator will take responsibility of the information that's edited and ensuring that the information is correct.
- **2.3.4 Publishing images of the pupils and their work.**
 - Photos that include pupils will be chosen carefully.
 - Pupils full names won't be disclosed on the website.
 - Ensure that we have the permission of the parents before publishing pictures of individuals on the Website. Pupils' photos are unable to be published without parents' permission.
- **2.3.5 Social networks.**
 - The school will disallow entry to social networking sites.
 - We advise pupils not to declare any personal information of any sort that will enable people to recognize or locate the pupils'.
 - Notifying pupils and their parents that using social medias in the pupils name outside of school is inappropriate.

2.4.3 Handling E-Safety Complaints

- All complaints on misusing the Internet will be dealt with by one of the Senior Leadership staff.
- All complaints on the misuse of the internet will be address by the Head Teacher.
- All complaint that involve Child Protection must be address according to the school's Child Protection protocol.
- The complaints procedure is notified to all pupils and is available to parents through the complaint policy and at the e-safety evening presented by PC Huw Freeman and Mrs Richards.
- Discussions with the Children's Education Service and/or the Police will be established for illegal maters that might raise.

2.5 Communication Policy

2.5.1 Introducing the E-Safety policy to the Digital Council and all pupils.

- The e-safety rules will be displayed clearly by the computers. They will be discussed with the pupils at the beginning of each year.
- The children will be told that the use of the Internet will be monitored.

2.5.2 Staff and the E-Safety.

- All members of staff will be able to access the E-Safety Policy with an explanation of its importance.
- The staff should be aware that the use of the Internet will be monitored and can be traced to individuals. Discursions and professional behaviour is paramount.

2.5.3 Ensuring parents support

- The E-Safety policy is highlighted to parents through the School's prospectus, handbook and website.

Signed by  (Governor with responsibility of IOT)

Date 16/5/19