

ESAFETY POLICY

1. General statement of policy

The use of Information and Communication Technology is an integral part of the The Den and is a key skill for everyday life.

2. Procedures

Health and safety

- Equipment will be maintained to the meet agreed safety standards
- Use of technology will take into account any new research or advice from the Health Protection Agency, including the use of wireless technology
- Pupils will be shielded from inappropriate material on the Internet and e-mail by means of the filtered router.

Security

ICT has the potential to present many possible risks to The Den and children's safety.

- The ICT coordinator will be responsible for regularly updating anti-virus software
- No discs or memory devices from outside school should be allowed in machines without permission from the ICT coordinator.

Acceptable use

Use of ICT will be strictly in line with The Den's Acceptable Use Policy.

- Parents will be made aware of the Acceptable Use Policy for their children to use computers, the Internet and e-mail in The Den.
- All pupils and parents will be aware of the Rules of use and will understand the consequence of any misuse.
- The agreed rules for Safe and Responsible Use of ICT will be displayed in all ICT area

ICT misuse

All incidents relating to the misuse of ICT must be reported to the Children and Families Worker (Safeguarding Designated Officer), who will take appropriate action in relation to the Safeguarding Policy.

This policy was adopted by: The Den	
Date: 01.09.20	Signed: AGriffin
