



E-Safety Policy

E-Safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguard and awareness for users to enable them to control their online experiences.

CCOOSC e-safety policy will operate with other policies including those for behaviour, bullying, data protection and security.

Good Habits:

E-safety depends on effective practice at a number of levels;

1. Responsible ICT use by staff and children
2. Restrictions placed by effective management of content filtering
3. Prevention of gaining unauthorised content

Why is internet use important?

The purpose of internet in CCOOSC is to raise educational standards and a necessary tool for learning. It is an essential element in the 21st century life for education, business and social interaction, Access to the internet is therefore an entitlement for children who show a responsible and mature approach to its use. Our club has a duty to provide children with quality internet access.

Children will use the internet outside of the club and will need to learn how to evaluate internet information and to take care of their own safety and security.

How can internet use enhance learning?

1. The clubs internet access will be designed expressly for childrens use and includes filtering appropriate to the age of the children.

2. Children will be taught what internet use is acceptable and what is not and given clear objectives for internet use
3. Staff should guide children in online activities that will support learning outcomes planned for the child's age and maturity
4. Children will be educated in the effective use of the internet

World Wide Web

If staff or children discover unsuitable sites, time and content must be reported to the manager so action can be taken. Staff will ensure that the use of internet derived materials by children, and staff complies with copyright law.

Email

- Children may only use approved e-mail accounts on the club system
- Children must immediately tell a member of staff if they receive offensive email
- Children must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.
- The forwarding of chain letters is not permitted

Social Networking

- The club should block/filter access to social networking sites and newsgroups unless a specific use is approved
- Children will be advised never to give out personal details of any kind which may identify them or their location
- Children should be advised not to place personal photos on any social networking space
- Children should be advised on security and encouraged to set passwords, deny access to unknown individuals. Children should be encouraged to invite known friends only and deny access to others
- If staff are contacted by children or parents through the use of social networking sites it should be reported to the manager and logged.

Filtering

The club will work in partnership with Cowlersley primary school and the local authority to ensure filtering systems are in place.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and risk assessment will be carried out before use in the club is allowed. Mobile phones are not allowed in the club with children. If a child is found with a mobile phone it will be taken from them and placed in a locked cupboard, parents will then be contacted and it will be the parents' responsibility to collect the phone from the club.

Published content and the school website

The contact details of the website should be the clubs address, email and telephone number; this will be attached to Cowlersley primary schools website. Staff or childrens personal information will not be published. The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Information system security

- Virus protection will be installed and updated regularly
- Security strategies will be discussed with the local authority

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Assessing Risks

The club will take reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on the clubs computer. The club cannot accept liability for the material accessed or any consequences of internet access. The club should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

Handling e-safety complaints

- Complaints of internet misuse will be dealt with by the manager.
- Complaints of a child protection nature must be dealt with in accordance with the clubs child protection procedures
- Children and parents will be informed of the complaints procedure

E-Safety Rules

These e-safety rules help to protect children and the club and describing acceptable and unacceptable computer use.

The club owns the computer network and can set rules for its use.

- It is a criminal offence to use a computer or network for a purpose not permitted by the club
- Irresponsible use may result in the loss of network or internet access
- Network access must be made via the users authorised account and password, which must not be given out to any other person
- All network and internet use must be appropriate to education
- Copyright and intellectual property rights must be respected
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers
- Anonymous messages and chain letters are not permitted
- Users take care not to reveal personal information through email, publishing, blogs or messaging
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.