NEWSTART EDUCATION CENTRE
E – Safety Policy

Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, Organisations need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the Internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile / Smart phones with text, video and / or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Newstart Education Centre, we understand the responsibility to educate our beneficiaries on e-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the Internet and related technologies, in and beyond the context of the classroom.

Both this policy and the Acceptable Use Agreement (for all staff, & beneficiaries) are inclusive of both fixed and mobile Internet; technologies provided by the school (such as PCs, laptops, whiteboards, digital video equipment, etc.); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, PDAs and portable media players, etc.).

Use and Storage of Images

- Images of pupils and / or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent / carer, member of staff or Principal.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to a member of staff, my Line Manager or Head of Centre.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature... Date................................

Full Name.. (Printed)

Job title...

Staff - Acceptable Use Agreement / Code of Conduct

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily life in Centre. This policy is designed to ensure that all are aware of their responsibilities when using any form of ICT. All staff and beneficiaries are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Moira Cullen e-Safety coordinator and/or Mary Nolan the Director of the Organisation.

- I will only use the centre's email / Internet / Intranet and any related technologies for professional purposes and/or for uses deemed "reasonable" by the Head of Centre and the Board of Directors.
- I will comply with the ICT system security and not disclose any passwords provided to me by the centre or other related authorities.
- I will ensure that all electronic communications with beneficiaries and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to beneficiaries.
- I will only use the approved, secure email system(s) for any Centre business.
- I will ensure that personal data is kept secure and is used appropriately, whether in centre', taken off the premises or accessed remotely. Personal data can only be taken out of centre or accessed remotely when authorised by the Head of Centre or the Board of Directors.
- I will not install any hardware or software without permission of Mr Gary McAreavey.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and / or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent / carer, member of staff or Principal.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Principal.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature.. Date................................

Full Name.. (Printed)

Job title..

Beneficiaries - Acceptable Use Agreement / Code of Conduct

- I will only use ICT systems in centre', including the Internet, email, digital video, mobile technologies, etc. for centre' purposes.
- I will not download or install software on centre technologies.
- I will only log on to the centre network/ Learning Platform with my own user name and password.
- I will follow the centre's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my centre email address.
- I will make sure that all ICT communications within the centre is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will not deliberately play computer games except where assigned by a member of staff.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone through using ICT.
- Images of beneficiaries and/ or staff will only be taken, stored and used for organisation & promotional purposes in line with centre' policy and not be distributed outside the centre network without the permission of the Head of Centre.
- I will ensure that my online activity, will not cause the Organisation, the staff, other beneficiaries or others distress or bring into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature... Date................................

Full Name.. (Printed)

Job title..

E-Safety Rules to be displayed next to all PCs in school

Smile and Stay Safe
Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

Meeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you. Information online can be untrue, biased or just inaccurate. Someone online my not be telling the truth about who they are - they may not be a 'friend' Let a parent, carer, staff member or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

Emails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply.