Toll Bar Primary School

e-safety Action Plan

Key Issue	Action	Who	Cost	Completed by	Evaluation and follow up actions
Internet policy	Update the policy	J Northwood A Newton		Feb 09	Updated
e-safety policy	Write a policy	A Newton		Feb 09	Reviewed in Sept 09 and needs to be reviewed annually
Distribute the policies	Distribute internet policy and e-safety policy and e-safety action plan to all staff	A Newton		Ongoing	Give to all new staff and volunteers
Manage emerging technologies	1) Raise awareness of new technologies 2) Regularly look on Becta website, teachernet, tda, ict magazines 3) Arrange for staff to attend courses 4) Purchase equipment 5) Work with ACS	S Shelton J Northwood A Newton	Cost of courses and equipment	Ongoing	
Handling e-safety complaints	Appoint e-safety co-ordinators	J Northwood S Clarke		Ongoing	
Designated e-safety co-ordinator	Appoint designated e-safety co-ordinators	J Northwood S Clarke		Feb 09	Coordinator appointed
Code of conduct and confidentially policies	Update code of conduct and confidentially policy to include e-safety	J Northwood A Newton			Policy updated
Home/School agreements	Ensure that all parents complete and sign the home/school internet rules are signed	All Teachers		Ongoing	Need to give to new pupils
e-safety rules	Display in every classroom, library, community room and ICT suite	S Shelton		Ongoing	Displayed in every room
Volunteer helpers and students	Ensure all volunteer helpers and students are aware of e-safety rules and policies	A Newton		Ongoing	Need to give to new volunteers and students

Monitor emails	Spot checks on content of emails. Use of appropriate language in emails	S Shelton		Ongoing	ICT Coordinator to continue monitoring
Cyber Bullying	During anti-bullying week – KS2 pupils undertake work			Nov 10	
Internet Safety – Class Rooms	KS2 pupils participate in Crucial Crew & MissDorothy.com			ongoing	ICT Coordinator to continue monitoring
Passwords	Staff to change passwords regularly and especially if a pupil knows it	All teachers		Ongoing	ICT Coordinator to continue monitoring
Personal data	Personal data kept on laptops and must be password protected	All Teachers		Ongoing	ICT Coordinator to continue monitoring
Pupil data	Pupil data must be password protected on all laptops	All teachers		Ongoing	ICT Coordinator to continue monitoring
Encryption of data	To purchase encryption memory sticks to store pupil data	A Newton	£56	Complete	Need to give to new staff
Internet usage	Monitor appropriate use of the internet using school computers and teachers laptops	S Shelton		Ongoing	ICT Coordinator to continue monitoring
Data Protection	Ensure that all staff work to the guidelines of the Data Protection Act	A Newton		Ongoing	ICT Coordinator to continue monitoring

Update to Code of conduct

Remind staff not to give own personal mobile phone number, home phone numbers or personal emails to pupils

Only give out your school email addresses to pupils, parents. Use appropriate language

Be wary who you talk to and content, remember school confidentiality when using social networking sites, e.g. chat rooms, MSN, facebook, bebo

Appropriate use of the internet

Personal data to be password protected

Pupil data to be password protected

Change passwords regularly, especially if pupils get to know it

Consider what paper copies are left lying about that could be/should be locked up – data protection