

Online safety committee meeting

Date of meeting: 4th April 2017

Time of meeting: 10am

Attendees: Canon Andrew Evans and Katherine Wellman

Agenda

1. Review the E-Safety Policy
2. Look at the points that were raised from the 360 degree review.
3. Review the Acceptable User Policies for Staff and Pupils.
4. Any other business.

Minutes

1.0 Review of the Current E-Safety Policy

KW and AE reviewed the current E-Safety Policy and agreed that the following needed amending:

1. Change that the internet is now filtered through SWGFL and not Dorset's.
2. To remove the word Charter Time for when the teachers check for websites used and to change the wording to be websites will be supervised when being used in lessons.
3. Remove Dorset's filtering system to be SWGFL.
4. Change wording for memory stick use to be discouraged and to include usage of Office 365 cloud storage instead.
5. Add full name to the list of personal information that children must never give out.
6. Add information about staff proxy.
7. Add a reference to staff mobile phone usage being in the another policy – ask DB if she knows which policy this is.
8. Add reference to the Digital leaders performing an online safety assembly annually.
9. Add a direct link to the schools online safety page.
10. Add social media to the written permission statement.
11. Add annually to when the parents are invited to an online safety session.
12. Change the email system to be Office 365.
13. Add the use of pupils mobile phones at school.

2.0 Review of points raised from the 360 degree review

KW questioned if the online safety policy should be differentiated by age as mentioned in the 360 review and it was agreed not to split it into key stages.

KW to check if there is a policy relating to staff mobile phone use.

If was agreed that a social media policy will need to be written to accommodate the use of Twitter at school.

It was agreed that digital images are securely stored and disposed of in accordance with Data Protection Act.

KW is going to ask the SWGFL about the meaning of the appropriate level of network resilience to external breach or attack.

3.0 Review the Acceptable User Policies for Staff and Pupils

The staff acceptable user policy was reviewed and no changes are required.

The pupil acceptable user policy needs to be re-written in a child friendly way and the following should be changed:

1. Pupils must not download software.
2. Should never bring in USB sticks but if they do they must be given to the ICT technician for virus checking.
3. Never eat or drink at the computer.
4. Never reveal personal information.
5. Remove the staff will review section.
6. Remove the email section as pupils do not use email at school.

4.0 Any other business

None

5.0 Date of next meeting

To be confirmed.