Checklist: School policy

Are we doing this in our school?

	Yes	Partly	No
Infrastructure			
1. The school eSafety policy has up-to-date security systems including information about a firewall.	☒	☐	☐
2. All teachers receive CPD and regular training on eSafety and understand both the learning and administrative environments.	☒	☐	☐
3. One single person is responsible for licensing agreements ensuring they are up to date and fit for purpose (ICT or Network Manager).	☐	☒	☐
4. The eSafety policy gives clear guidelines on inappropriate and appropriate use of digital communications between stakeholders.	☒	☐	☐
Policy			
5. One single person is responsible for seeing that all aspects included in the school eSafety policy are discussed throughout the school and by all user groups (eSafety Coordinator).	☐	☒	☐

6. The school eSafety policy covers the following issues: use of digital and video images, data protection, unsuitable activities and copyright, mobile device use and illegal images. ☒ ☐ ☐

Practice

7. There is a clear and easy-to-access incident handling procedure in place. ☒ ☐ ☐

8. eSafety training for staff is delivered at least annually. ☒ ☐ ☐

9. All teachers receive CPD and regular training on eSafety (using the eSafety policy as a guide as to topics covered). ☒ ☐ ☐

10. The school eSafety policy refers to the integration of eSafety across the curriculum. ☒ ☐ ☐