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Email

- x Only the School's email system can be used for sending and receiving school related emails of a personal or confidential

standing 21.59 (e) - 118 (D) / 118 5-01 ram 604581.4 (e) 3 (07) Tj/14 (em(a)-3f0005cf9 (n) 5. 003) 2da40.007 6-8

Safeguarding

- x All reasonable steps must be taken to ensure that children are prevented from gaining access to confidential data stored on the network and unsupervised access to the Internet:
- x When entering start-up or log on passwords, ensure that you cannot be observed by the children.
- x Remember that it is crucial to understand that a filter can reduce, but not eliminate the risk of exposure to inappropriate material on the internet. Supervisors must actively monitor children by continuously circulating and discussing with the children what they are doing. Teachers are encouraged to open tabs and to ask to examine a child's history of internet activity.
- x Ensure that when supervising pupils, they know the correct procedure for reporting any encounter with inappropriate words or pictures.
- x You are responsible for 0.9 (l)-1 (d)-6.1()12.1 (u)-6.1 (n)0.9 (n)-6.1 (t)-3.4 (e.[0. Tf03.1 (w)9.2 (o2f2u f 2f2u f 2f2u f 2f (ds)

