

Important e-Safety Information for Head Teachers

e-Safety and Policy Central in Leicester City Primary and Special Schools

Action may be required by the Head Teacher

Policy Central Enterprise has been available for Primary and Special schools as a Service provided by the eLearning Team since April 2010. Due to the importance of Safeguarding and e-Safety an in-depth review of the setup and its installation has just taken place, which has identified a small number of anomalies that need to be rectified. Please see the last paragraph for an explanation of what Policy Central is.

Anomaly 1 – Not all Head Teachers get the weekly Policy Central Enterprise Summary Management Report

Solution – all Head Teachers should start to receive a summary report by the end of September. If the Summary Report shows a series of Zeros then it is likely that the Policy Central Client is not currently, or has never been, installed in your school. Head Teachers can opt out of having the report by emailing elt@elt-leicester.org.uk. Equally, if you do not receive a summary report by the end of September please email requesting one.

As Head Teachers are ultimately responsible for Safeguarding the request to opt out of the summary report must be made by the head Teacher.

Anomaly 2 – Some schools installed the Policy Central client and now no longer have it installed. As you need a special removal tool to get rid of the client then this is primarily down to PC's and Laptops being replaced or re-imaged without the Policy Central client being added.

Solution – install the Policy Central Client, if the original disc for your school is mislaid, you can request another one from elt@elt-leicester.org.uk which can then be passed to your ICT support technician for installation on every machine on your network"

Monitoring of Policy Central and Training Sessions

The eLearning Team does not monitor school captures. Access to the Policy Central console, for monitoring, is available to Trained Console personnel in schools who subscribe to the eLT's Core Service (Usually Head Teacher or Deputy, in some cases ICT Co-ordinator or Network Manager).

If your school does not subscribe to the core service you may request monitoring of specific activity from the eLearning Team at their hourly rate.

Courses for Policy Central Console users are free for Core Service subscribing schools – the next two are on Tuesday 8th November morning or afternoon. Please email elt@elt-leicester.org.uk. Non subscribing schools are charged £60.

Policy Central upgrade, new product and extension

The current Policy Central application is due for an upgrade soon. The client software on all devices will be automatically upgraded. Schools who do not subscribe to the eLT Core Service can continue to use the current Policy Central Service with summary reports but no Console access, until March 2013.

Policy Central is however due to be re-launched and re-branded with major additional features around April/May next year. Schools that currently subscribe to the eLT Core Service (until March 2011) and re-subscribe next year will automatically be transitioned to the new product at no extra cost. Whilst schools subscribe to the eLT Core Service the new product will be available to them at no additional cost until March 2015.

Schools that have not subscribed this year (until March 2011) but may wish to subscribe in the future will be able to have access to the new product and console from the subscription start date but will incur an additional £125 charge for console training and setup costs.

Any further queries may be answered by contacting elt@elt-leicester.org.uk or telephone 0116 229 8743.

What is Policy Central

For those Head Teachers new to post this year you may be unaware that the Policy Central client software (a small program that goes onto PCs and Laptops in school) is currently available free to your school until March 2013. This monitors the computers for activity that breaks certain rules whether it is on the internet or in an application like Word. The capture of the screen is then sent to a central hosted server (no hardware needed in your school). As part of this free service Head Teachers should receive a weekly summary report via email called **Policy Central Enterprise Summary Management Report**. The report gives a summary of The Top 10 “Users With Most Captures”; “Most Captured Words”; “Computers Creating Violations” and information on Websites. Schools who subscribe to the eLearning Team Core Package can get access to the Policy Central Console to make settings on and monitor devices in their school.