

IMPLEMENTING NETWORK CONTROLS AND MONITORING TOOLS USING POLICY CENTRAL ENTERPRISE



PROMOTING E-SAFETY IN NORTHUMBERLAND SCHOOLS

e-safety training
policy & procedures
countywide accreditation & support
network controls
incident reporting

WHAT'S IN THE PACK?

THIS DOCUMENT FORMS PART OF A PACK AIMED AT PROVIDING AN INTEGRATED APPROACH TO DEVELOPING SCHOOLS AS E-SAFE COMMUNITIES. OUR APPROACH HAS BEEN TO INTEGRATE THE RESOURCES, SUPPORT AND GUIDANCE AVAILABLE TO SCHOOLS INTO A SINGLE PACK OF MATERIALS PROVIDED WITH THIS DOCUMENT. THESE INCLUDE:

- Training materials for a variety of groups provided on cd-rom;
- Guidance and sample documents to help schools develop and implement policy and procedures also on cd-rom;
- Resources to help monitor and control network use and internet access, provided on the USB memory stick;
- Strong links with the Northumberland Safeguarding Children Board and the promotion of their materials and guidance, particularly the incident reporting flowchart;

And drawing this all together:

- A countywide accreditation scheme linked to the above resources and underpinned by support and guidance from the Local Authority e-learning and ICT support team.

The pack distributed to schools contains:

1. 'An integrated approach to developing schools as e-safe communities' which forms the core of the pack and three other documents;
2. 'Safer practice with technology -Frequently Asked Questions';
3. 'The e-safety self assessment tool';
4. *This document* - Guidance on 'Implementing network control and monitoring tools';
5. A USB data drive which contains the software for installing Policy Central Enterprise on school computers;
6. A cd-rom containing the training materials and additional resources such as exemplar policy documents and templates;
7. Information on registering your school for accreditation;
8. Information on training courses linked to the integrated approach, and covering e-safety and also network control software (PCE).



Support and guidance available to schools into a single pack of materials.



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WHAT IS POLICY CENTRAL ENTERPRISE ?

Policy Central Enterprise (PCE) is a software package which can be installed on all PC's using a school network. The software is available for Windows, Linux and Apple computers and offers a wide range of features to ensure the online safety of pupils and staff, in particular identifying and preventing:

- Bullying and threatening behaviour
- Abusive comments or offensive attitudes
- Inadvertent exposure to inappropriate web sites (pornography, violence, suicide)
- Deliberate access to inappropriate web sites
- Online gambling and shopping
- Un-moderated discussion forums and chat rooms

Policy Central Enterprise will provide schools with a range of tools to monitor and block internet and network usage and also provides automatic reports to management on what activity is taking place on their school networks and computers. Key to this, is that PCE displays the schools own Acceptable Use Policy (AUP) on logon and asks users to agree to this. Failure to agree to the schools AUP means a user will not be allowed to use the computer.

In this way PCE supports the process of setting clear expectations on network use and enforcing acceptable behaviour.

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2

WHY IS PCE IMPORTANT?

As part of their duty of care, services working with children and young people have a legal obligation to closely monitor access to their network and the internet. Issues such as cyberbullying and inappropriate online behaviour towards staff and pupils are a real concern to all establishments.

In addition, Ofsted are now closely focussing on safeguarding matters during Inspections and examining e-safety procedures, infrastructure and training is part of this remit.

PCE provides schools and particularly senior management with a much clearer idea of how their network is being used and the risks and potential dangers to children.



3

HOW DOES PCE WORK?

For PCE to be effective the school will need to install the PCE client, a small software programme, on each computer to be monitored. In effect this means the school must establish an acceptable use policy which states that all computers will run PCE. If all computers are not installed with PCE then its impact is much reduced since not all activity in the school and on the network is being monitored.

The Promoting e-safety in Northumberland pack includes a USB memory stick with the PCE installer software on. Schools need to run this software once on a computer for it then to be monitored by PCE. Once installed, PCE runs in the background and requires no further activity from the school or user.

The USB card you have been provided with is unique to your establishment and should only be used with your school's computers. Initially schools have been provided with Windows software, although clients software will soon be available for Linux and Mac on request.



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4

EXPECTATIONS ON SCHOOLS

Northumberland Local Authority and the Northumberland Safeguarding Children Board **expect schools to run PCE on all computers on their curriculum network**. This includes laptops used by staff or pupils, and taken home.

Users should be aware that devices running PCE will continue to be monitored even if taken home or off the school network and the use of PCE needs specifying within the school's Acceptable Use Policy.

5

HOW TO INSTALL POLICY CENTRAL ENTERPRISE

Installation of PCE is very simple, particularly for individual devices. Each school is provided with a unique set of software on a USB drive. If this software is lost the school should contact the e-learning and ICT support team for a replacement.

To install on an individual machine, insert the USB drive, select install on a single device and the operating system you have - Windows XP, Vista. The software will then install automatically.

For network managers there is also software on the USB drive for rollout of PCE across a network.

On the USB drive is software for Windows devices - if you wish to install on Linux or Apple Mac, please contact the e-learning and ICT support team who can provide the latest software for these operating systems.

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6

MANAGING PCE WITHIN SCHOOLS

Installation and set up of PCE on school computers is very simple, the key issue is what to do with the monitoring data once it starts to be collected and whose role is to manage and monitor the network with PCE?

The Local Authority and Safeguarding board believe strongly that it is an important role which needs to be with a **member of the leaderships team in the school**, ideally the designated person for e-safety or child protection.

Just because this involves ICT does not mean it is a job for the ICT coordinator or ICT technician. Technicians and coordinators will clearly have an important role in supporting the rollout of PCE within the school and ensuring it is on all devices on the network but we believe it is not their role to monitor the data. Equally it would not be good practice to have the same person, for example the network manager, running and monitoring the network.

Just as assessment data is not the responsibility of the Maths coordinator, network data is not the responsibility of the ICT coordinator. Information from PCE needs reviewing periodically by the Senior Management Teams so they can be assured the pupils and staff using the network in the school are safe. This is not the onerous task it may first appear. PCE can be set up to send automated reports and in the pilot schools it was found sufficient for SMT teams to once a week review the automated reports to see if any activity caused concern or necessitated further action.

Training on the use of PCE is being provided for all schools and information on a number of sessions around the County is available in this pack and online <http://ngfl.northumberland.gov.uk/e-safety>

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04

PROMOTING E-SAFETY IN NORTHUMBERLAND SCHOOLS

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