"To make children's first experience of school secure, happy, positive and fun."

Hillside Nursery

E-Safety Policy

Introduction

At Hillside Nursery School we are aware that in the present day the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However we are also aware that this global network comes with its own risks and dangers. The implementation of an effective E-Safety Policy will help children to develop the skills and confidence to manage potential risks and considerably reduce their impact.

What is E-Safety?

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's E-Safety Policy will operate in conjunction with other policies including Child Protection, Health and Safety, Camera and recording device Mobile Phone and Social Networking Policy

Teaching and learning

Why Internet use is important
The purpose of Internet use in school is to raise educational standards, to promote children's achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

The Internet is an essential element in 21st century life for education, business and social interaction. Our school has a duty to provide children with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and children.

Internet use will enhance learning

The school Internet access is designed specifically for children's use and includes filtering appropriate to the age of children. During group ICT lessons, the children will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. The use of the internet will be used and integrated into the all planning to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of children. Staff should guide children in on-line activities that will support the learning outcomes planned for the children' age and maturity and educate them in the effective use of the Internet.

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:
- ➢ Access to world-wide educational resources
- ➢ Access to experts in many fields for staff;
- ➢ Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- ➢ Collaboration across support services and professional associations;
- ➢ Improved access to technical support including remote management of
- ➢ networks and automatic system updates;
- ➢ Exchange of curriculum and administration data with the Local Authority and DFE; access to learning wherever and whenever convenient.

Good Habits

E-Safety depends on effective practice at a number of levels:
Responsible ICT use by all staff encouraged by education and made explicit through published policies.
Sound implementation of E-Safety policy in both administration and curriculum, including secure school network design and use.
Safe and secure broadband from BTLS including the effective management of content filtering.

School e-Safety Coordinators
The school e-Safety coordinators are the Head teacher, ICT Co-ordinator and School Administrator.

Authorised Internet Access

- The school will maintain a current record of all staff that is granted Internet access.
- All members of staff must read and sign the staff code of conduct for ICT Acceptable Use Policy before using any school ICT resource. A copy of this can be found in the staff/student handbook and a copy is attached to this policy.
- Within our school, access to the internet will be by adult demonstration with directly supervised access to specific, approved on-line materials. Only approved search engines will be used on the curriculum network, during school hours.
- Children will not be asked to type in website addresses. Links will be made available by staff and placed on the desktop for children to access.
- Any person not directly employed by the school will be asked to sign the staff code of conduct for ICT Acceptable Use policy before being allowed to access the internet from the school site.

World Wide Web

- If staff discovers unsuitable sites, the URL (address), time, and content must be reported to one the e- safety coordinators.
- School will ensure that the use of Internet derived materials by staff comply with copyright law.
- The school has a duty to " have due regard to the need to prevent people from being drawn into terrorism" (under section 26 of the Counter Terrorism Act 2015) and has assessed the risk of this to be extremely low due to correct filters / controls and procedures being in place to stop access to these sites.

Social Networking

Access to social networking sites is blocked

Filtering

The school will work in partnership with BT Lancashire Services, to ensure filtering systems are as effective as possible.

Managing Emerging Technologies

- ➢ Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- ➢ Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Published Content and the School Website

- ➢ The contact details published on the school website are the schools address, e- mail and telephone number. Staff or children personal information will not be published.
- ➢ The School E-Safety Coordinators will ensure that content is accurate and appropriate.

Publishing Pupils' Images and Work

- ➢ Photographs that include children will be selected carefully and will not enable individual children to be clearly identified.
- ➢ Children's' full names will not be used anywhere on the school website or blog particularly in association with photographs.
- ➢ Written permission from parents/carers will be obtained before photographs of children are published on the school website.
- ➢ Work can only be published with the permission of the parents.

Information System Security

➢ School ICT systems capacity and security will be reviewed regularly.
➢ Virus protection will be installed and updated regularly.
➢ Security strategies will be discussed with BT Lancashire Services.
➢ The school uses BT Lancashire filtering system and Sophos protection.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Assessing the Risks

➢ The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.
➢ The school should audit ICT use to establish if the E-Safety policy is adequate and that the implementation of the E-Safety policy is appropriate.

Handling e-Safety Complaints

➢ Complaints of Internet misuse will be dealt with by a senior member of staff
➢ Any complaints about staff misuse must be referred to the Head teacher
➢ Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
➢ Parents will be informed of the complaints procedure.

Communication of Policy to staff

➢ All staff will be given the school e-Safety Policy and its importance explained

➢ Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential

➢ Staff should not use personal email or mobile technology to contact parents. If contact is necessary school telephone/email account should be used

Communication of Policy to children

Children will be informed in a manner which is appropriate to their age that internet use is only with adult supervision and they will be made aware of the dangers in a sensitive manner, so that they are equipped with the knowledge of how to stay safe.