

Howard Street Nursery School
E-Safety/ICT Policy

This policy is written in consultation with staff, governors and government guidance.

Aim: Howard Street Nursery School recognises the rapidly changing world of ICT and the role technology plays in our media rich involvement. This policy is written to safeguarding our children, families and staff and to provide them with a safe ICT learning environment.

Rationale: To ensure Howard Street Nursery School has a commitment to the safe use of the internet.

All practitioners are responsible for promoting and supporting safe behaviours and following our e-safety procedures.

What is the internet used for?

The Internet is an essential part of the 21st century; it is used for many different reasons and by a wide range of establishments including education, business and social interaction. The internet has become a key learning tool for children, staff and the community. The internet is used widely by many people therefore it is imperative as a Nursery School we teach our children and families about the safe use of the internet.

- ✓ The internet is now an important part of teaching, learning, administration and communication.
- ✓ It makes possible a wider range of information, the scope and nature of which may or may not be appropriate.
- ✓ Used responsibly it can raise educational standards, support the professional work of staff.
- ✓ The benefits also include access to world-wide educational resources.
- ✓ Access to experts and information in many different fields for both pupils and staff.
- ✓ Professional development for staff through access to local and national policies and developments, educational materials and support to implement an effective curriculum.
- ❖ The internet is a beneficial tool when children have been taught to understand its value and limitations.
- ❖ Access to world-wide galleries, museums and other educational resources.

- ❖ Educational and cultural exchanges between children worldwide.
 - ❖ Clubs, opportunities etc such as groups in libraries or local groups - playgroups etc.
 - ❖ Exchange of curriculum and administrative data with DFE and the LA.
- ✓

How can the internet be used to enhance teaching and learning?

- ❖ On-line activities should support the learning outcomes for the children - age appropriate.
- ❖ All on-line use **MUST** be supervised at all times.
- ❖ Internet access will enrich and extend children's learning and knowledge.
- ❖ Pupils will be educated in the effective use of the internet in research, including the skills, of knowledge location, retrieval and evaluation of material found.
- ❖ The school will ensure that the copying and subsequent use of internet materials by staff and pupils complies with copyright law.

How will children be taught to assess Internet content responsibly?

- Children will be closely supervised and taught ways to be safe when using the internet.
- Children will be taught to acknowledge the source of the information, when using internet material for their own use.
- Children will be made aware that the writer of an email or the author of a web page might not be the person claimed, as appropriate to the young age of the children.
- Children will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

How will information systems security be maintained?

- The server operating systems will be kept up to date.
- Virus protection for the whole network will be installed and current.
- Personal data sent over email will be password protected or encrypted.
- The security of the whole system is reviewed and monitored by the local authority - EDIT.
- Files held on the schools network will be regularly checked.

- Images will be deleted on a regular basis as per images policy.
- Access by wireless devices will be pro-actively managed. With the use of WAN settings and passwords/log in credentials.

How will emails be managed?

Email is now an essential means of communication for staff. Accounts are managed effectively, with up to date account details for users.

- Children will not have the facility to access emails.
- The children's PC's will not have access to emails.
- Access to personal emails whilst on site is not permitted. Anyone found doing so may be in breach of policy and could face disciplinary action.
- Emails will be accessed through work email addresses using Office 365. No confidential data will be taken off the school premises.
- The forwarding of chain letters is not permitted.
- If staff receive an email that is particularly disturbing or breaks the law, the police will be contacted.
- Messages relating to or in support of illegal activities will be reported to the relevant authorities.
- Emails sent to an external organisation are written carefully, (and may require authorisation), in the same way as a letter written on school headed paper.

How will published content on the school website be managed?

- The contact details on the website should be the school address, e-mail and telephone number.
- Staff or pupils personal data must not be published.
- The website should comply with the school guidelines for publications including respect for intellectual property rights and copyright.
- As the school website can be accessed by anybody the security of staff and pupils is paramount. The publishing of names next to photographs will NOT occur.
- The Headteacher is responsible for the editing of the website, to ensure the content is accurate and appropriate. A designated Governor will oversee the school website.
- Any work published on the website must be the original work of the author. Permission will be obtained from the child and the parents before the work is published on the website.

- Permission is sought from parents before photographs are published on the school website.
- Most material is our own work, where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status.

Social Networking and Personal Publishing.

This is written in conjunction with the social networking policy - please refer to this policy for further detail.

- The local authority and school will block/filter access to social networking sites.
- Pupils, staff and visitors will be advised never to give out personal details of any kind which may identify them and/or their location. E.g. real name, address mobile etc
- Pupils, staff and visitors should be advised not to place personal photos on social network space. They should consider how public their information is and consider using private areas/settings. Staff are advised to google themselves to see what information is publically available.
- Students are advised not to publish specific and detailed private thoughts. Schools should be aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.

Managing filters

- The filters are managed by the LA/EDIT team.
- SLT will run regular checks to see how effective the filters are.
- Any unsuitable sites the URL must be reported to the Headteacher.

New Technologies

- These will be managed by reviewing their risk, carrying out a risk assessment before any use is allowed in school.

Protecting personal data

- Personal data will be recorded, processed and transferred and made available in accordance with the Data Protection Act 1998.

Internet access authorisation

- ✓ The school will authorise internet access to those staff who have server access, which is monitored through the local authority EDIT department.
- ✓ Staff using websites with the children **MUST** preview them before using them with the children.

How will risks be assessed?

- ✚ The school will take all reasonable precautions to ensure that users only access appropriate material. However, due to the international scale of information available on the internet, 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 resulting from internet use.
- ✚ The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the computer misuse act 1990.
- ✚ Methods to identify, assess and minimise risks will be reviewed in-line with the review of the policy.

How will e-safety complaints be handled?

We will take all reasonable precautions to ensure e-safety. As mentioned above owing to the international scale and linked nature of internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. We cannot accept liability for material accessed, or any consequences of Internet access.

- ✚ Complaints of internet misuse will be dealt with by a member of the senior leadership team, If further action is required the School's Complaints procedures will be followed.
- ✚ Any complaint about staff misuse **MUST** be referred to the Head teacher.
- ✚ Complaints of a child protection nature must be dealt with in accordance with the child protection procedures.
- ✚ Sanctions available include: Interview/counselling by the head teacher, removal of internet access for a period of time, which

could ultimately prevent access to files held on the system.
Referral to the local authority and/or police.

How will children be supported to understand the rules of the internet?

- ✚ Rules for safe use of the internet will be shared with the children and will be posted near to the computer.
- ✚ All staff, pupils and parents will be made aware of the rules, and their importance explained.
- ✚ Parents attention will be drawn to the policy in school newsletters, the school handbook and the website.

How will we work with parents?

- ✚ We believe parents play an important part to ensure appropriate access to the internet. Therefore we have a duty to support and help parents to understand safe internet use. This will be done in a number of ways:
 - ✚ Parental workshops and newsletters
 - ✚ Joint home/school guidelines on issues such as safe internet use.
 - ✚ Parents regularly reminded to access the e-safety policy on the website.
 - ✚ Parents will receive regular updates regarding internet safety.

Add links from RBSCB for e-safety, NSPCC

	Links:
EYFS Welfare requirements -	Safeguarding and Promoting Children's Welfare
	Suitable People
	Documentation
	Individual contracts of employment.

Date: October 2018

Date of Review: October 2019

Signed:

CHAIR OF GOVERNORS

SIGNED:

HEADTEACHER