

Ightenhill Nursery School



Online Safety Policy

2018-19

Development of this Policy

This online safety policy has been developed by:

- **Headteacher** – Mrs. Nicola Daniels-Green
 - **Online safety Officer Champion** – Mrs. Kelly Fletcher
 - **Staff – Lead Teacher/ Online safety Governor** – Mr. Ross Hudson
- Governors**

SCHEDULE FOR REVIEW

This Online safety policy was approved by the Governing Body on	
The implementation of this policy will be monitored by	Nicola Daniels-Green - Headteacher
Monitoring will take place	Termly
The Governing Body will receive a report of the implementation of the Online safety policy	Termly
The Online safety policy will be reviewed annually or more regularly in the light of new technologies, new threats to Online safety or incidents that have taken place. The next anticipated review date will be	September 2019
Should serious Online safety incidents take place, the following external persons and agencies should be informed, where appropriate	BTLS Lightspeed Filtering Team LA Safeguarding Manager Police CEOP Internet Watch Foundation

Ightenhill Nursery School recognise the need to have procedures in place to ensure the online safety of the school community, including governors, staff and pupils and any other party that has access to its ICT systems, such as volunteers and students. The use of emergent technologies is supported both for use by staff and by pupils.

This policy applies to all members of the governing body and all staff, including students and volunteers, and to pupils and is available for inspection by Parents, Governors and OFSTED Inspectors.

ROLES AND RESPONSIBILITIES

ONLINE SAFETY CHAMPIONS

- The online safety champions will be Mrs Mangham (Teacher) and Mrs. Fletcher (School bursar)
- The online safety Champions will be responsible for the development, maintenance and review of this policy and its associated documents, such as image consents and acceptable use policies
- The online safety Champions will be responsible for keeping the Online safety Incident Log
- The online safety Champions will endeavour to keep up to date with Online safety issues and guidance and provide support and advice to Governors, staff and parents where applicable
- The online safety Champions will liaise closely with Nursery school's Senior Designated Person where there is an issue relating to safeguarding

NURSERY SCHOOL

- Ightenhill Nursery School aims to support parents in teaching children about using computers and mobile devices in an appropriate and safe way
- Ightenhill Nursery School recognises its obligation to ensure that the school ICT infrastructure is secure (password protected with up to date anti-virus software) and not open to misuse
- Ightenhill Nursery School will ensure that all e-communication with parents is conducted on a professional level using only official school systems (i.e. not via social media or personal devices)
- Ightenhill Nursery School aims to support staff in keeping up to date with advancing technologies and to provide necessary training to ensure full understanding of online safety policy and practice

STAFF

- Staff will be required to sign an Acceptable Use Policy to ensure the utmost professionalism with regard to online safety matters
- Staff must ensure that all data relating to children held on computers, laptops (including those off site) and pen drives is protected by the use of secure passwords

PARENTS

- Parents will be asked to sign an Acceptable Use Policy on behalf of their children covering the use of computers and other mobile devices which the children may use during the Nursery school day
- Parents will be encouraged to support Nursery in promoting good online safety practice and to follow guidelines set down by Nursery on the appropriate use of digital and video images which may be taken at school events
- Online safety information will be given to parents and will also be available on the nursery school website.

SECURITY AND DATA MANAGEMENT

In line with the requirements of the Data Protection Act 1998, sensitive and/or personal data held in Nursery school will be

- Accurate
- Secure
- Fairly and lawfully processed
- Processed for limited purposes
- Processed in accordance with the data subject's rights
- Adequate, relevant and not excessive
- Kept no longer than is necessary

- Only transferred to others with adequate protection
- Ightenhill Nursery School is registered as a data controller under the terms of the Data Protection Act 1998 under reference Z2092616
- The main person responsible for the processing of data in Nursery is Mrs. Fletcher (School bursar)
- Data is usually stored on physical devices such as computers and iPads. Data from the server and workstation used in the office are backed up remotely under the RBUSS service with BT Lancashire Services (BTLs) to protect business continuity.

USE OF MOBILE DEVICES

- Ightenhill Nursery school makes use of iPads, cameras and video cameras (camcorders) for the purpose of observing and assessing children
- Children have access to four iPads which are only used with adult directed activities to ensure close supervision.
- Ightenhill Nursery school does not permit the use of personal devices (by either governors, staff, volunteers, students or visitors) for use as a resource for teaching and learning
- Staff may bring mobile phones and other mobile devices into Nursery for personal use but these should only be used before or after work and during lunchtime.
- Children are asked not to bring phones or tablets onto the premises
- Students and volunteers should not use mobile devices except during their lunchtime.
- Parents are asked not to use their mobile phones while within Nursery school grounds (please refer to the section later on school productions)
- Mobile phones should not in any circumstances be used to take photographs of children, video them or capture any audio
- Ightenhill Nursery school's Wi-Fi network address is hidden and cannot be seen by any personal mobile devices
- Ightenhill Nursery school does not have a mobile phone to use in the event of an emergency situation arising. If it is not possible to use Nursery's landline to make calls to parents in an emergency situation, staff will use their personal mobiles to contact parents
- Any concerns regarding the use of mobile devices being used in a manner which contravenes this policy should be brought to the attention of the Headteacher

USE OF DIGITAL MEDIA (CAMERAS, CAMCORDERS ETC)

- Ightenhill Nursery school acknowledges that photographs of children and staff may be considered as personal data in the terms of the Data Protection Act 1998

- Ightenhill Nursery School will seek written consent from parents, guardians or carers for photographs and video clips of children to be taken and used
- It is Nursery school's policy to delete any photographs and video clips of children which are stored on any computer or device once that child has left Nursery
- Photographs of children are used in Learning Journeys, displays in Nursery, on the digital signage and on Nursery school's website. Children will not be identified by name where their image is on the website
- Every effort will be made when photographing children for Learning Journeys to capture images of individual children only. However, in practice, there are likely to be situations where a group of children are photographed together undertaking a group activity. Written consent will be sought from parents for permission to use any such group photographs
- Staff will be informed where consent is not given for the use of photographs of any particular child.
- Any member of Nursery school staff is authorised to take photographs or video clips of the children for displays or Learning Journeys or for use on the digital signage or the website. In practice, it is the teachers and teaching assistants who are most likely to be taking photographs and video.
- Staff will endeavour to ensure that all images captured do not show children either distressed or injured or in any context which could be deemed embarrassing or open to any misinterpretation. Children should be appropriately dressed when being photographed. If photographs are taken on our Water Fun day, then children should be wearing appropriate swimming costumes.

PARENTS TAKING PHOTOGRAPHS / VIDEO

- Parents are entitled to take photographs of their own children provided these images are for their own personal use. Photographs which include images of other children or which are taken for purposes other than personal use could constitute a breach of Data Protection legislation.
- Parents are reminded that Nursery strongly discourages the publishing of photographs taken at Nursery on social networking sites.
- Permission should be sought to take photographs or video which will include images of children other than parents' own children.

STORAGE OF PHOTOGRAPHS / VIDEO

- Photographs are stored on school devices, including the server, workstation, laptops, iPads, cameras and camcorders.
- All school devices are either password protected or stored in cupboards / cabinets which are locked overnight.
- Taking personal photographs with school equipment is not permitted.

- Staff are responsible for deleting photographs of children who have left the setting from the devices they use / their folder on the laptops .

COMMUNICATION TECHNOLOGIES

Email

- All members of staff will have an email address in the format (name)@ightenhill-nur.lancs.sch.uk which should be used for all work communications. Work email addresses should not be used for any personal communications.
- Pupils will not be assigned an email address.
- Parents should only be contacted via work email accounts (and not via personal email accounts).
- Emails are covered by The Data Protection Act (1988) and the Freedom of Information Act (2000); therefore safe practice should be followed in terms of record keeping and security.
- Emails may be monitored at any time in accordance with Nursery school's Acceptable Use Policy
- Email users should notify either of Nursery school's online safety champions if they receive any email which makes them uncomfortable, which is offensive, threatening or bullying in nature
- Email users should not open attachments which they suspect may contain illegal content (as they might then inadvertently be committing a criminal act)
- Emails should be set up (via options / layout / email signature) with the following disclaimer

This email and any files transmitted within it may be confidential and are intended solely for the individual to whom it is addressed. Any views or opinions presented are those of the author and do not necessarily represent Ightenhill Nursery School. If you are not the intended recipient, you must not use, disseminate, forward, print or copy this email or its contents. If you have received this email in error, please contact the sender. Please note that email may be monitored in accordance with both school policy and the Telecommunications (Lawful Business Practices) (Interception of Communications) Regulations 2000.

Social Networks

- Ightenhill Nursery School has a separate Social Networking and Social Media Policy which has been adopted by the Governing Body and emailed to all staff. This sets out a recommended framework for staff to follow in connection with any social media sites they use
- Ightenhill Nursery School to help advertise and promote Ightenhill Nursery and as a means of communicating with parents. Ightenhill Nursery School will ensure that privacy settings and interaction on any such page are appropriate and that utmost professionalism at all times is adhered to.

In our school the following statements outline what we consider to be safe, acceptable and unacceptable use of Social Network sites:

- The system and service chosen by the school offers additional safety advice and measures.
- No personal details of children and staff will be given on Facebook.
- Comments will be monitored closely and cannot be shown without permission from Mrs. Mangham.
- Images of children will not be used.
- The Facebook wall will be frequently monitored by the school for interaction. Communications regarding individual children will never take place in this form.
- Children will not be added 'as friends' on Facebook.
- The Facebook wall is configured to not allow postings of photographs or videos by parents.
- The Facebook wall also has a profanity filter set to 'high' in place. This is a precautionary measure only in the unlikely event of inappropriate content being posted.

Instant Messaging or VOIP (voice over internet protocol)

- The use of Nursery School iPads for real time communication such as FaceTime is not permitted
- At the current time, Ightenhill Nursery School does not make use of any text messaging service to message parents. This is under review

Virtual Learning Environment

- Ightenhill Nursery School does not currently use Moodle or any other similar platform

Website

In our school the following statements outline what we consider to be acceptable and unacceptable use of Websites and other online publications:

- Ightenhill Nursery School's website should comply with the requirements of the School Information (England) (Amendment) Regulations 2012 by making certain information publically available
- Ightenhill Nursery School's website is updated by Mrs. Daniels-Green and Mrs. Fletcher. The admin function is password protected
- No child should be identified by name on the Nursery School website
- All staff are aware that photos may only be published onto the website following permission sought from parents. No personal details will be attached to photos.
- The school bursar and head teacher update the school website and ensures the content is relevant and current.
- The Headteacher, alongside the bursar, has overall responsibility for what appears on the website.
- The online safety policy will be accessible on the schools website

- All downloadable materials will be in a read-only format (PDF), to prevent content being manipulated and potentially re distributed without the schools' consent.

Others:

Ightenhill Nursery School will adapt/update our policy in light of emerging new technologies and any issues or risks associated with these technologies.

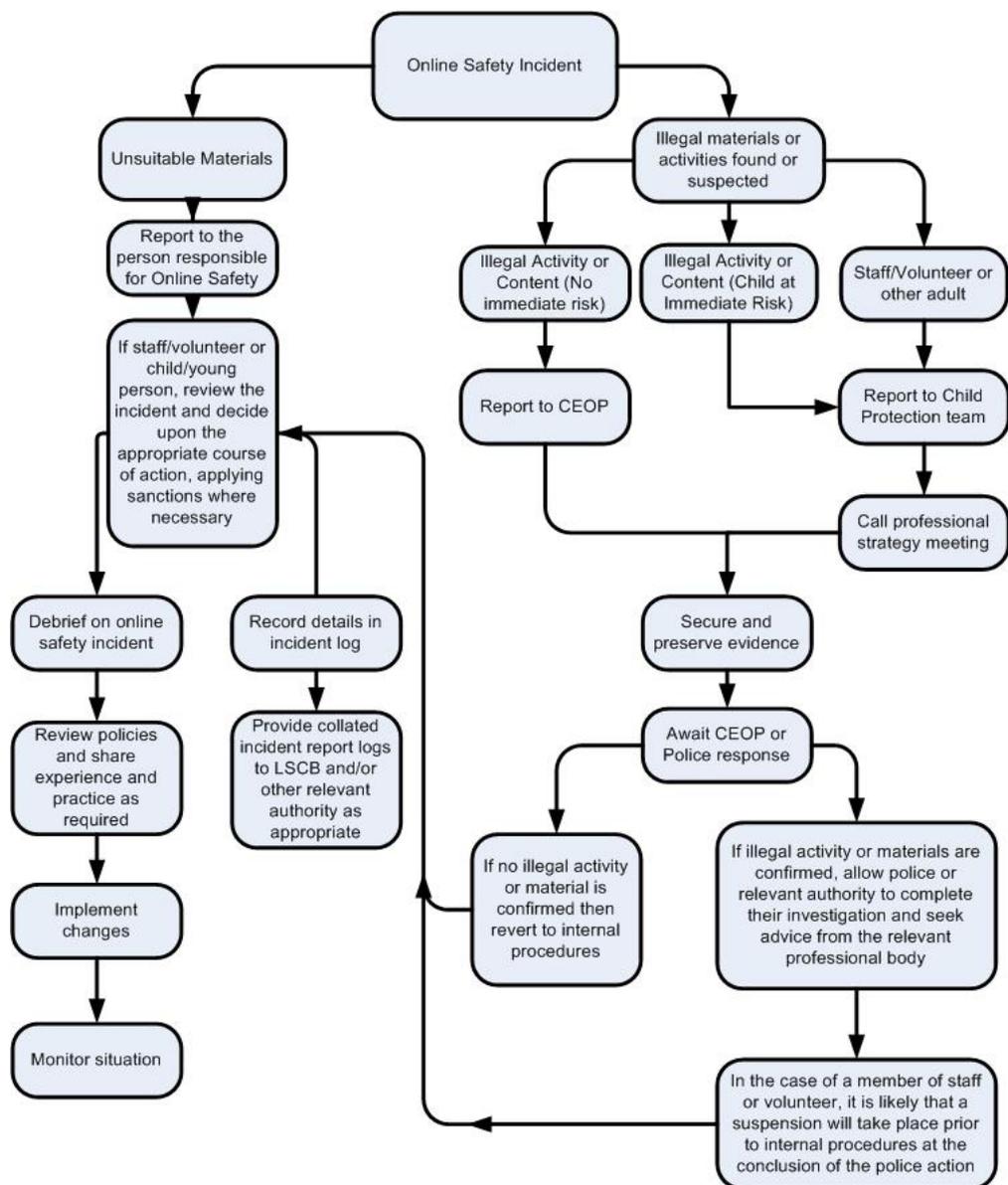
INFRASTRUCTURE AND TECHNOLOGY

- Ightenhill Nursery School is responsible for ensuring that the school network is as safe and secure as is reasonably possible
- Ightenhill Nursery School has a Service Level Agreement with BTLS to provide broadband, email, filtering and anti-virus services, together with SIMS support and daily remote back-up.
- Internet access is filtered for all users.
- Internet filtering should ensure that children are safe from terrorist and extremist material when accessing the internet.
- Ightenhill Nursery School has Sophos Anti-Virus software as part of its package of support from BTLS
- Internet access is filtered for all users via Lightspeed, provided as part of the agreement with BTLS
- Servers, wireless systems and cabling must be securely located and physical access restricted. They are stored in a high locked comms cabinet in the school office.
- Ightenhill Nursery School has a Service Level Agreement with Schools-iT to provide ongoing ICT support
- Master / administrator passwords are kept securely locked away
- Access to Ightenhill Nursery School's Management Information System (SIMS) is restricted to the Headteacher and the School bursar
- Children have access to two computers and one touchscreen computer in Nursery at the current time. Nursery intends to increase the number of portable devices available to children as funding permits. When using these devices, it is possible that children may have unsupervised access to the internet.
- Ightenhill Nursery School's Wi-Fi network is password protected and available for use only by Nursery's portable devices. The network is managed by Schools iT
- Ightenhill Nursery School works with Schools iT to ensure that all appropriate licenses are held for any software used
- Software is installed onto devices only by Mrs. Mangham, Mrs. Fletcher or by Schools iT
- The Service Level Agreement with Schools iT allows them to install updates on all portable devices, laptops and computers to which children have access. Routine updates, critical updates and patches for Ightenhill Nursery School's server and workstation in the office are managed by Mrs. Fletcher in accordance with advice and assistance from BTLS

- Some Nursery School staff (teachers) have remote access which is password protected. This is to prevent the use of pen drives and ensure data is secure.
- Ightenhill Nursery School provides a laptop for its two teachers to use at home. These are password protected. Personal use of this equipment is not permitted. It is Nursery School's policy that remote laptops are brought on to site at regular intervals (termly) to allow up to date anti-virus software to be installed.

DEALING WITH INCIDENTS

- Ightenhill Nursery School's online safety champions will ensure that an online safety log is maintained. Reports on any online safety incidents arising will be made termly to the Governing Body
- Any suspected illegal material or activity must be brought to the immediate attention of the Headteacher who must refer this to external authorities, e.g. Police, CEOP, Internet Watch Foundation.
- It is imperative that any suspected illegal activity is not investigated personally; instead the appropriate authorities must be brought in to investigate. This is to protect staff from potentially committing an illegal offence. Potential illegal content will always be reported to the Internet Watch Foundation (<http://www.iwf.org.uk>). Staff must never try to investigate the incident themselves.
- Illegal offences could be
 - Accessing child sexual abuse images
 - Accessing non-photographic child sexual abuse images
 - Accessing criminally obscene adult content
 - Incitement to racial hatred
- If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



- Dealing with inappropriate misuse. Examples of such and procedure and sanctions are listed below

Incident	Procedure and Sanctions
Accidental access to inappropriate materials	<ul style="list-style-type: none"> • Minimise webpage / turn off monitor • Inform online safety champion and/or Headteacher • Complete incident log • Report to BTLs Lightspeed filtering team if necessary • Consider disciplinary action if a persistent "accidental" offender
Malicious use of logins or passwords other than own	<ul style="list-style-type: none"> • Inform online safety champion and/or Headteacher

Deliberate searching for inappropriate materials	<ul style="list-style-type: none"> • Complete the incident log • Consider disciplinary action • Involve third parties where appropriate
Bringing inappropriate electronic files from home	

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse - see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
 - Internal response or discipline procedures
 - Involvement by Local Authority or national / local organisation (as relevant).
 - Police involvement and/or action
- If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
 - incidents of 'grooming' behaviour
 - the sending of obscene materials to a child
 - adult material which potentially breaches the Obscene Publications Act
 - criminally racist material
 - other criminal conduct, activity or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

SCHOOL ACTIONS AND SANCTIONS

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with.

ACCEPTABLE USE and BEHAVIOUR POLICY (AUP)

- An AUP is intended to ensure that all users of technology within school are responsible and protected from potential risk in their everyday use of ICT for educational, personal and recreational purposes
- AUPs are required for staff, children and visitors/guests and should be completed before any use of technology in Nursery is permitted. In practice, parents will sign the AUP on behalf of their children
- A list will be kept of any children who are, for any reason, not allowed to access technology in Nursery. Staff will be made aware of any children this affects

EDUCATION AND TRAINING

- Ightenhill Nursery School is committed to teaching staff and children to be digitally literate and aware of how technology can be used
- Ightenhill Nursery School acknowledges that OFSTED require schools to be aware of three main areas of online safety risk, namely

- Content

Ightenhill Nursery School will endeavour to ensure that the internet is not accessible by children when using computers and iPads during the Nursery School day. Children are given access to apps, such as games. It is possible that children may inadvertently access the internet, but BTLS Lightspeed filtering should block inadvertent access to any inappropriate content.

- Contact

Ightenhill Nursery School acknowledges that children need to learn appropriate conduct when accessing digital technologies. In practice, in our Nursery School setting, there is very minimal risk of circumstances arising which would enable grooming, cyber bullying or identity theft to take place

- Conduct

Ightenhill Nursery School is committed to teaching children that access to digital technologies should be restricted. We would always try to encourage children to participate in a range of activities rather than spend the whole session using computers or iPads. This is the start of a process of educating children about appropriate conduct using technology

Children learn about online safety as part of the curriculum and Nursery participates in online safety day. Parents also attend online safety sessions.

- Ightenhill Nursery School is committed to helping staff develop their expertise in using technology and to explain benefits and risks
- Staff are invited to request any training that they feel they need; the SLT will aim to provide training as required

- Ightenhill Nursery School will work with parents and carers to promote awareness of online safety matters.

Appendix

- Copies of the more detailed template policies and agreements, contained in the appendix, can be downloaded from:
- <http://www.swgfl.org.uk/Staying-Safe/Creating-an-Onlinesafety-policy>

Evaluating the Impact of the Online Safety Policy:

The Governing Body, Headteacher, Online Safety Champion have been involved in the writing of this policy and will monitor and evaluate the impact of safeguarding procedures throughout the school annually.