

## 1. Introduction

Our e-Safety Policy has been written by the school.

It has been discussed with staff and approved by Governors. It will be reviewed annually.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.



This Policy document is drawn up to protect all parties: the children, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

## 2. Context and Background

### The technologies

ICT in the 21<sup>st</sup> Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and the sharing of information.

Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet – World Wide Web
- e-mail (by children older than our age group)
- Instant messaging (often using simple web cams) e.g. Instant Messenger)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms (by children older than our age group)
- Online discussion forums
- Social networking sites (e.g. Facebook) (by families and children older than our age group))
- Blogs and Micro-blogs (e.g. Twitter) (by families and children older than our age group)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access

Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities
- E-Safety teaching is embedded into the school curriculum and schemes of work

### 3. Roles and Responsibilities

On-line-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

#### **Leadership team**

The Head teacher ensures that the Policy is implemented across the school via the usual school monitoring procedures

#### **Governors**

The School Governing body is responsible for overseeing and reviewing all school policies, including the e-Safety Policy.

#### **School Staff**

All teachers are responsible for promoting and supporting safe behaviours at Childhaven Nursery School and for following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

Staff should ensure they are familiar with the school e-Safety policy, and ask for clarification where needed.

They should sign the Staff Acceptable Internet Use agreement annually

Class teachers should ensure that pupils are aware of the e-Safety rules, introducing them at the beginning of each term to include each new intake of children..

#### **Pupils**

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with e-Safety issues, both at home and school.

They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school

#### **Parents**

Parents are signposted to the school's website for information about the school's on-line safety policy on entrance to the school. We have advice and leaflets available about on-line safety and how they can help at home.

## 4. Technical and hardware guidance

### School Internet provision

The school uses the standard LA Internet Service Provider, which is KCOM & CAPITA

provides an uncontended broadband connection of 10 MB.

### Content filter

Our Internet Provider uses a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

- All pupils and staff have been issued with clear guidelines on what to do if this happens, and parents will be informed where necessary.
- Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.

### Downloading files and applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

- Pupils are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member.

### Portable storage media

- Staff are allowed to use their own portable media storage (USB Keys etc). If use of such a device results in an anti-virus message they should remove the device and immediately report to the ICT Administrator,

### Security and virus protection

The school subscribes to Antivirus software. The software is monitored and updated regularly by the school technical support staff

- Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICT Administrator

Signed:  Headteacher

 Chair of Governors

Date: **March 24**      Review Date: **March 25**

## 5. On-line safety for Pupils

We believe it is our responsibility to prepare pupils for their lives in the modern world, and ICT is an integral part of that world. At our school we are committed to teaching pupils to use the ICT effectively and appropriately in all aspects of their education.

Internet access at school

### **Use of the Internet by pupils**

Internet access is carefully controlled by teachers according to the age and experience of the pupils, and the learning objectives being addressed. Pupils are always actively supervised by an adult when using the Internet, and computers with Internet access are carefully located so that screens can be seen and monitored by staff.

### **Access for all pupils**

In line with our inclusion policies across the school, we want to ensure that all our pupils have access to the Internet, particularly where this will directly support their learning.

## Internet-enabled mobile phones and handheld devices

More and more young people have access to sophisticated new internet-enabled devices such as SMART mobile phones, tablets and music players.

It is important that whilst the school recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted to a website or weblog. We do not allow the use of mobile phones or personal devices in school (except for the offices and staff room) and school devices such as i-pads are password protected and access to the internet is strictly adult controlled.

As children move to primary school they are taught the legal and moral implications of posting photos and personal information from mobile phones to public websites etc and how the data protection and privacy laws apply.

- **Cyberbullying – Online bullying and harassment**

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on older pupils. Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. These include:

- No access to public chat-rooms, Instant Messaging services and bulletin boards.
- Pupils are taught how to use the Internet safely and responsibly, and are given access to guidance and support resources from a variety of sources.

Due to the age of our children Cyber Bullying is highly unlikely but we do acknowledge it's potential harm in older children and adults.

- Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy.
- Complaints related to child protection are dealt with in accordance with school child protection procedures.

## **Contact details and privacy**

As specified elsewhere in this policy, pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

Pupils are taught that sharing this information with others can be dangerous – see Teaching the Safe Use of the Internet.

## **School and pupil websites – pictures and pupil input**

Any work that is published on a public website and attributed to members of our school community will reflect our school, and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content.

Pupils may add to our web pages. These pages will generally only be made available to other school users, as part of the password protected area.

## **Deliberate misuse of the Internet facilities**

Our young children should not be accessing the internet unsupervised. If any incident occurs where a child has accessed unsuitable material the incident is logged and children are taught what to do if something comes up on the screen that they are uncomfortable about.

How will complaints regarding On-line safety be handled?

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

With 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. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- All incidents will be recorded
- Interview/counselling by class teacher, Senior Management Team, e-Safety Coordinator and Headteacher;
- informing parents or carers;
- removal of Internet or computer access for a period,
- referral to LA / Police.

. Any complaint about staff misuse is referred to the Head teacher.

## **9. Use of the Internet and ICT resources by school staff**

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

### **Internet Availability**

To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use.

### **ICT Equipment and Resources**

The school also offers staff access to appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software

### **Professional use**

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet, and to provide pupils with appropriate models to support the school Inclusion and Equal Opportunities policies.

Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the Head teacher

### **Personal use of the Internet and ICT resources**

Some equipment (including laptops) is available for loan to staff, with permission from the Headteacher. The appropriate forms and agreements must be signed.

However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below.

### **E-mail**

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.

Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

E-mail accounts provided by the school may sometimes need to be accessed, although personal privacy will be respected.

### **Online discussion groups, bulletin boards and forums, online chat and messaging**

We realise that a growing number of education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

### **Social Networking**

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements.

### **Data Protection and Copyright**

The school has data protection policy in place – please see separate documentation for more details.

Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.

Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support pupils to do the same.

# Childhaven Nursery School

## On-Line Safety Policy Staff Agreement Form



This document covers use of school digital technologies, networks etc both in school and out of school.

### Access

- I will obtain the appropriate log on details and passwords from the ICT Technician.
- I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access school ICT systems or resources Appropriate Use
- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the e-Safety coordinator or member of the SMT and log in the appropriate file.

### Professional Conduct

- I will not engage in any online activity that may compromise my professional responsibilities
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role
- I will never include pupils or former pupils as part of a non-professional social network or group
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
- I will not browse, download or send material that could be considered offensive to colleagues
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the headteacher.

## **Personal Use**

- I understand that I may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.
- I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network area.
- I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden.
- I will not use the school Internet facilities for personal access to public discussion groups or social networking sites

## **Email**

- I will only use the approved, secure email system for any school business.
- I will only use the approved school email, or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.

## **Use of School equipment out of school**

- I agree and accept that any computer or laptop loaned to me by the school, is provided to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue and Customs.
- I will return school equipment regularly (to be agreed with ICT Administrator) to be checked and updated
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software

## **Teaching and Learning**

- I will always actively supervise, or arrange for suitable supervision of pupils that I have directed or allowed to use the Internet
- I will embed the school's e-safety curriculum into my teaching, using agreed resources and materials
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice
- I will only use the Internet for professional purposes when pupils are present in an ICT suite, or a classroom with Internet access

## Photographs and Video

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission
- I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance)

## Data protection

- I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or students working at the school.
- I will not take pupil data, photographs or video from the school premises without the full permission of the head teacher e.g. on a laptop, memory stick or any other removable media
- I will ensure that I follow school data security protocols when using any confidential data at any location other than school premises
- I will respect the privacy of other users' data, and will never enter the file areas of other staff without their express permission
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

## Copyright

- I will not publish or distribute work that is protected by copyright
- I will encourage pupils to reference online resources and websites when they use them in a report or publication

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

## 11. Data Protection Policy

Our school is aware of the data protection law as it affects our use of the Internet, both in administration and teaching and learning.

We adhere to the LA Guidelines on Data protection.

Staff and pupils understand the legal and disciplinary implications of using the Internet at school for illegal purposes.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the Internet by members of the school community using the connection provided by the school.

## 12. Staff Laptop and ICT Equipment Loans

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this e-Safety Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of Hadfield Nursery School at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

Staff must sign the 'Staff Laptop and Computer Loans Agreement before taking the equipment away from the school premises.

### Staff Laptop and ICT Equipment Loan Agreement

I may borrow a school laptop or i-pad to use out of school in agreement with the Head Teacher.

All items borrowed will be signed out using the appropriate book kept in the i-pad storage cabinet.

I-pads and laptops should be returned to school every day.

I undertake to take proper care of the equipment whilst in my possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. I agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, I will replace or arrange for the repair of the equipment at my own expense.

I will use the equipment in accordance with the schools On-Line Safety Policy and Staff Acceptable Use policy.