



Rosemary Nursery School and Children's Centre

Learning together - Growing together



ROSEMARY NURSERY SCHOOL AND CHILDREN'S CENTRE

E-SAFETY POLICY

E-Safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. Holding an E-Safety policy highlights the need to educate professionals, parents/carers and children about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

E-Safety depends on effective practice on a number of levels:

- Responsible ICT use by all staff, children and parents/carers, made explicit through policies.
- Sound implementation of E-Safety policy in both administration and curriculum, including secure network design and use.
- Safe and secure broadband, including the effective management of content filtering.

Internet use

The purposes of Internet use in the Nursery setting and in all outreach activities are to raise educational standards, to promote achievement, to support the professional work of staff and to enhance management information and administration systems.

Internet use is a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for staff and parent/carers who show a responsible and mature approach to its use. Our Nursery and Centre has a duty to provide quality Internet access.

Benefits of using the Internet in education include:

- Access to learning wherever and whenever convenient
- Access to world-wide educational resources
- Educational and cultural exchanges world-wide
- Access to experts in many fields for parent/carers and staff
- Professional development for staff through access to national developments, educational materials and effective curriculum practice
- Collaboration across support services and professional associations

90 Years 1925-2015



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- 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 other bodies

It is acknowledged that, despite the benefits offered by the Internet, unlimited Internet use can have a detrimental effect on the wellbeing of the Nursery and Centre. Staff and parents/carers should therefore be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Internet access should be planned to enrich and extend learning activities.

All ICT resources at the centre have filtering systems which prevent access to unsuitable sites.

All staff must read and sign the 'Code of conduct for school employees' before using any ICT resource at the Nursery setting or in any outreach activities. All staff will be given the E-Safety Policy and its importance explained during Induction. Staff and parents/carers should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. Staff and partners that manage filtering systems or monitor ICT use will be supervised by management and have clear procedures for reporting issues. If staff and parents/carers discover unsuitable sites, the URL (address), time and content must be reported to the Local Authority helpdesk via the Head teacher.

It is the Head teacher's responsibility to ensure that the use of Internet derived materials by staff and parents/carers complies with copyright law. Staff and parents/carers should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy. The Nursery School and Centre will work to ensure filtering systems are as effective as possible.

Email

Staff and parents/carers must immediately tell the Head teacher if they receive offensive e-mail. E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on headed paper. The forwarding of chain letters is not permitted

Mobile Phones

No adults are to use mobile phones in outreach/family support/adult learning groups. This particularly includes camera (smart) phones and video. This rule will be explained to all parents/carers at the first contact and repeated at the first session of any course or group in which they are participating.

- If any adult needs to use a phone then they must leave the group and inform a practitioner that they are leaving the room.
- Parents/carers using mobile phones at any time whilst in a shared learning environment, including Forest School sessions, and on bus journeys, will be asked by staff to turn them off.
- Parents/carers using mobile phones during settling-in visits into the Nursery setting will be asked to turn them off. At other times, they will be asked to use them in the parents' room.
- Visitors to the Nursery setting, including students and professionals, will be asked to leave their phone in the reception office where they will be kept in a locked cupboard.

- During overnight camps, it is acknowledged that parents may need to use their phones to be in contact with family. Parents/carers will be asked to move into their own tents (designated private space) to make or receive private calls.
- Parents/carers and staff are not permitted to use personal mobile phones to record images of the camp. School i-pads are provided for this purpose.
- All photographic images remain the property of the Nursery/Centre and permission to use them will be sought from parents/carers in the same way for all outreach activities; i.e., separate written consents are sought for use within the Nursery/Centre, for publication on the Nursery/Centre website and for use in other publicity.

Social Networking

Rosemary Nursery School and Children's Centre should block/filter access to social networking sites and newsgroups unless a specific use is approved. Staff will be advised never to give out personal details of any kind which may identify the Nursery School and Centre, or to 'friend' parents/carers. Staff and parents/carers should be advised not to place Nursery/Centre photos on any social network space.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use is allowed.

Rosemary Nursery School and Children's Centre website

The contact details on the website will be the address, e-mail and telephone number. Personal information will not be published. The Head teacher and the Administrator will take overall editorial responsibility and ensure that content is accurate and appropriate.

Parents/carers who attempt to take photos of the website using their mobile phones will be politely asked not to do so and to delete any photos they have taken.

Publishing children's images and work

Photographs that include children will be selected carefully and will be appropriate for the context. Parents/carers and children's full names will not be used anywhere on the Website, particularly in association with photographs. Written permission from parents/carers will be obtained before photographs of children are published on the Centre website. Work can only be published with the permission of parents/carers.

Information system security

Centre ICT systems capacity and security will be reviewed regularly. Virus protection will be installed and updated regularly. Security strategies will be discussed with BCC/contracted partners by the Head teacher as necessary.

Protecting personal data

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

Assessing risks

The Nursery School and Centre 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 Nursery School and Centre computer. We cannot accept liability for the material accessed, or any consequences of Internet access. We will 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 the Head teacher. Complaints about abuse must be dealt with in accordance with Child Protection procedures. Parents/carers will be informed of the complaints procedure.

Parents/carers info

Parent/carers attention will be drawn to the E-Safety Policy in newsletters and on the website.

Monitoring

The Head teacher will be responsible for monitoring the use of computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where she believes unauthorised use of computer system may be taking place, or if the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Reviewed: July 2020

Next Review date: July 2022