



# **Online Safety Policy**

(including Acceptable Use Policy)

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## **Online Safety Policy**

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### **1. Introduction**

Our Online Safety Policy has been written with our school's unique circumstances in mind. 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 including 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 21st Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and information sharing. Current and emerging internet and online technologies are used in school and, more importantly in many cases, used outside of school by children. Many of the following are used by children older than our age group, but it is important for this policy to reflect the potential situations our children will encounter in the future. These technologies include:

- The Internet – World Wide Web
- e-mail
- Instant messaging (often using simple web cams) e.g. Instant Messenger

- Web based voice and video calling (e.g. WhatsApp, Face Time)
- Online chat rooms
- Online discussion forums
- Social networking sites e.g., Facebook
- Blogs and Micro-blogs e.g., Twitter
- 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, Spotify)
- 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 our school:

1. An effective range of technological tools
2. Policies and procedures, with clear roles and responsibilities
3. Online Safety teaching is embedded into the school curriculum and schemes of work

### **3. Roles and Responsibilities**

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

#### Senior Leadership Team

The SLT ensures that the Policy is implemented across the school via the usual school monitoring procedures.

#### Online Safety Co-ordinator

Our school Online Safety Co-ordinator is the Head Teacher, Tamara Bennett. She is responsible for keeping up to date on all online safety issues and ensuring that staff are updated as necessary.

#### Governors

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

#### School Staff

All staff are responsible for promoting and supporting safe behaviours at Abercromby Nursery School and for following school online safety procedures. Central to this is fostering a “No Blame” culture so everyone feels able to report any bullying, abuse or inappropriate materials. Staff should ensure they are familiar with the school Online Safety Policy, and ask for clarification where needed. They should sign the Staff Acceptable Use agreement annually. Teachers should ensure that children are taught about online safety in an age appropriate way and that this is ongoing throughout the year.

## Children

Our very young children are taught about online safety in age appropriate ways e.g. through stories and e-safety videos. They will be supervised at all times, when using the internet and so are very unlikely to come across inappropriate material in school.

## Families

Families are signposted to the school's website for information about the school's online safety policy on entrance to the school. We hold online safety coffee mornings to support our families with practical hints and tips for keeping their children safe online e.g. demonstrating how to lock an app on an iPad so children cannot navigate away.

## **4. Technical and hardware guidance**

### School Internet provision

Our Internet is provided and maintained by a SLA with the specialist company MGL. We have a technician providing support one afternoon every fortnight.

### Content filter

Our Internet Provider uses a sophisticated content filter, Smoothwall, 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. Staff have been issued with clear guidelines on what to do if this happens, and families will be informed where necessary.

Staff who deliberately try and access unsuitable materials will have broken the Acceptable Use policy and the response will be 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. The ability to download apps from iTunes is password protected with only SLT having the password.

As our children are very young they will not be downloading any material from the Internet unless supported 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 this to the Head Teacher.

### Security and virus protection

The school subscribes to "Eset" Antivirus software. The software is monitored and updated regularly by the MGL technician. Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the Head Teacher.

## **5. Online safety for Pupils**

We believe it is our responsibility to prepare children 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.

## **6. Internet access at school**

Internet access is carefully controlled by staff as our children are very young. Children are always actively supervised by an adult when using the internet, and devices with internet access are carefully located so that screens can be seen and monitored by staff. If children are exploring an app on an iPad, this will be locked so that children cannot navigate away from it. 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.

## **7. Using the Internet for learning**

The Internet has become an invaluable resource for learning for all our pupils and is a useful tool for teaching within the EYFS. We use it across the curriculum both for researching information and as a source of digital learning materials. We may teach our pupils how to find appropriate information on the internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

## **8. Teaching safe use of the Internet and ICT**

It is crucial to teach pupils how to use the Internet safely, both at school and at home, and we begin by using materials such as the Smartie the Penguin and Digiduck stories produced by Childsnet to support our teaching in this area:

<https://www.childnet.com/resources/looking-for-kidsmart>)

The main aspects of this approach include the following five SMART tips. We begin with the last tip (number 5) at nursery and children learn about the others when they begin primary school:

**Safe** – Staying safe involves being careful and not giving out your name, address, mobile phone no., school name or password to people online...

**Meeting** someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they are present...

**Accepting** e-mails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages...

**Remember** someone online may be lying and not be who they say they are. If you feel uncomfortable when chatting or messaging end the conversation...

**Tell** your parent or carer if someone or something makes you feel uncomfortable or worried...

### Suitable material

We encourage pupils to see the internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with our young children, we will always support them to find the information they are looking for. We use child friendly search engines such as [kidrex](#), [safesearchkids](#) and [swiggle](#).

### Non-Education materials

We believe it is better to support children in finding their way around the internet with guidance and positive role modelling rather than restrict internet use to strict curriculum based research. As well as internet material directly related to the curriculum, we encourage children to visit appropriate entertainment and child-oriented activity sites, e.g. [CBeebies](#), that have interesting and relevant activities, games and information, in free time and at home. There is a selection of links to such resources available on the school website.

### Unsuitable material

Despite best efforts, occasionally children may come across something on the internet that they find offensive, unpleasant or distressing. Due to very young age of our children, staff will always be on hand to intervene straight away. Children are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. The action will include:

- Making a note of the website and any other websites linked to it.
- Informing the Head Teacher
- Logging the incident – ICT Incident Log File in the school office
- Discussion with the child about the incident, and how to avoid similar experiences in future

## **9. Using E-Mail at school**

E-mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. Staff have access to school e-mail accounts, but we do not have accounts for our young children.

## **10. Chat, discussion and social networking sites**

Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for young people, and there have been some serious cases highlighted in the media. Our children are too young to access these independently and our approach is to support our families by making available the resources, guidelines and materials offered by websites such as Internet Matters and Childsnet, so they are aware of the benefits and potential dangers.

All commercial Instant Messaging and Social Networking sites are filtered on-site.

## **11. Internet-enabled mobile phones and handheld devices**

More and more 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 areas of the school where there will be children present, without the express permission of the Head Teacher. School devices such as iPads are password protected and access to the internet is strictly adult controlled.

## **12. 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. Although this issue is unlikely to affect our very young children, we believe in teaching children how to develop healthy relationships, how to recognise when someone is not treating them as they should, how to stand up for themselves (e.g., by saying “stop it, I don’t like that”) and when they should ask for help in resolving difficulties.

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

Our young children will not be accessing the internet unsupervised. If any incident occurs where a child has accessed unsuitable material the incident is logged.

## **14. Complaints**

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

- All incidents will be recorded
- Any complaint about staff misuse is referred to the Head teacher
- referral to LA / Police.

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

### **The Internet**

Our school understands that the Internet is a valuable resource for school staff. It is essential for our observation and assessment systems. 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. We have a separate log on for visitors and the password to this is given out on request.

### **ICT Equipment and Resources**

The school also offers staff access to appropriate ICT equipment and resources, including computers, laptops, iPads, interactive whiteboards, video camcorders, sound recorders, etc., 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 children, 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 training in using ICT as part of their professional practice can ask for support from a class teacher or Head Teacher.

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

Some equipment (including laptops and iPads) are available for loan to staff, with permission from the Head Teacher. 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 acceptable use 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 educationalists and education groups use discussion groups, online chat forums and bulletin boards 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 Code of Conduct and Use of Social Media expectations and agreements.

### Data Protection and Copyright

The school has a 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.

## **16. Abercromby Nursery School Acceptable Use Policy - Staff Agreement Form**

Staff will sign this agreement annually at the start of each academic year. 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 Teacher 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 Head Teacher 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 Head Teacher and log in the appropriate file

### 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 laptop and/or iPad 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 online safety curriculum into my teaching, using agreed resources and materials
- I will ensure I am aware of digital safeguarding 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

### **17. 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.

## **18. Staff Laptop and ICT Equipment Loans**

Any member of staff who borrows or uses a school laptop, iPad or any other ICT equipment must adhere to all aspects of this Online Safety Policy. This must be the case wherever the laptop, iPad or other such device is being used, as it remains the property of Abercromby 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 will be assigned a desktop, laptop and/or iPad to enable me to carry out the functions of my role within Abercromby Nursery School
- The serial number of any ICT equipment assigned to me will be recorded on the school's asset register
- I may take my assigned school laptop or iPad to use out of school with the agreement of the Head Teacher
- iPads and laptops should be returned to school every day I am in school
- I undertake to take proper care of the equipment whilst in my possession. I 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 Online Safety Policy and Staff Acceptable Use policy.