Rockwood Nursery School

Online Safety Policy

Rationale

This document is a statement of the school's commitment to ensuring Safe Use of the Internet at Rockwood Nursery School.

Aims

Our aims in writing a policy for Online Safety are to ensure that: -

- All members of the school community – children, teachers, parents and governors are aware of the need for safe and responsible internet use
- The issues surrounding internet safety are discussed
- Internet use supports schools' educational aims
- LA requirements are satisfied.

Implementation of the Policy

What is the need for Internet Access at school?

- School internet use 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 and to enhance the school's management information and business administration systems.
- It is a beneficial learning tool when children have been taught to understand its value and limitations.

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How can the Internet be used as a teaching and learning tool?

Teachers, parents and children should be able to develop good practice in using the Internet as a tool for teaching and learning. We believe that: -

- Internet access will enrich and extend learning activities.
- Online activities that will support the learning outcomes planned for the children's age and maturity.
- Children should be confident using the Internet for research, including the skills of knowledge location, retrieval and evaluation of material found.

What are the benefits?

Benefits of internet access in the EYFS include:

- Access to world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between children world wide
- Cultural, vocational, social and leisure use in libraries, clubs and at home
- Access to experts in many fields for children and staff
- Staff professional development through access to national developments
- Educational materials and good curriculum practice
- Communication with support services, professional associations and colleagues
- Improved access to technical support including remote management of networks
- Exchange of curriculum and administration data with the LEA and DfE.

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 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 email be managed?

Email is an essential means of communication within education and the government is encouraging the ownership of personal email IDs for staff.

The following rules for email use will be as followed: -

- Email must only be used in school for educational purposes.
- Children will not be allowed to access personal email from the school system
- Incoming email will be regarded as public. Received email may be examined and could, for example, be pinned to a notice board.
- Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper.
- The forwarding of e-letters is not permitted.

How will publishing on the Web be managed?

Many schools have created websites that inspire children to publish work to a high standard, for a very wide audience. A Website can celebrate children's work, promote the school and publish resources for projects or home learning.

Ground rules are important to ensure that the Website reflects the school's ethos and that information is accurate and well presented. As the Rockwood Nursery School Website can be accessed by anyone on the Internet, the security of staff and children is paramount.

Although common in newspaper reports, the publishing of children's names beside photographs that identify individuals will not occur. Editorial responsibility will lie with the Head Teacher and the school business manager, even where help has been established to maintain the site. This is in order to ensure that content is accurate and quality of presentation is monitored. A designated Governor will oversee the school website.

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Staff (and children) will be made aware that the quality of work published on the web needs to reflect the standard of work expected at Rockwood Nursery School.

- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name
- The point of contact on the Website should be the school address and telephone number.
- Home information or individual email identities will not be published.
- Photographs must not identify individual children. Group shots or pictures taken over the shoulder will be used in preference to individual "passport" style images.
- Full names will not be used anywhere on the Web site, particularly alongside photographs.
- Written permission from parents will be sought to give permission for the school to use photographs of their children on the website.

How will Internet access be authorised?

In nursery school, the majority of the access to the Internet will be by teacher or adult demonstration. However, there may be situations when children have supervised access to specific approved on-line materials.

Parents will be informed that children will be provided with supervised Internet access
Staff will be asked to sign and return an Acceptable Use Policy document.

Newsrooms and Chat rooms

Staff or pupils will not be allowed access to public or unregulated chat rooms.

How will the risks be assessed?

It is difficult to remove completely the risk that children might access unsuitable materials via the school system whatever safeguards are put in place.

- Due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal
- Neither the school nor the Local Authority can accept liability for the material accessed, or any consequences thereof.
- 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 at the same time as the policy is reviewed.
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken.
- The ICT coordinator and the headteacher will ensure that the policy is implemented effectively.
- Members of Staff may be issued with a USB Memory Stick which will stay on the school premises and used in school devices only.
- No confidential data will be taken off the school premises.

How will the school ensure Internet access is safe?

- The system the school will use is a blocking system operated by the Cyren Net filter
- The filter is tested via the testfiltering.com site and the report provided termly to the Resources Committee and shared with staff on the staff notice board.

- The governors have assigned a governor role to oversee internet safety to meet with the headteacher and oversee checks.
- If the test raises any concerns, these will be raised with the service provider and the Headteacher and the children will be prevented from accessing the internet on any devices until the situation is resolved.
- Children will be informed that internet use will be supervised and monitored
- The school will work in partnership with parents; the LEA, DfE and the Internet Service Provider (Zen) to ensure systems to protect children are reviews and improved.
- Teachers will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice

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In the unlikely event that staff or children discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the headteacher and blocked through the school's computer filters.

How will the security of school ICT systems be maintained?

- The security of the whole system will be reviewed with regard to threats to security from Internet access
- Personal data sent over the Internet will be encrypted or otherwise secured
- Virus protection will be installed and updated regularly

How will complaints regarding Internet use be handled?

- Prompt action will be required if a complaint is made. The facts of the case will need to be established as quickly as possible.
- Responsibility for handling incidents will be given to the headteacher and if further action is required the School Complaint's Procedure should be followed

How will staff and children be consulted?

- Rules for Safe Use of Internet access will be discussed with children through class use and access as appropriate to the age of our children.
- All staff including teachers, supply staff, classroom assistants and support staff and parents will be made aware these rules, and their importance explained
- Parents' attention will be drawn to the Policy in newsletters, the school prospectus and on the school website.

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A unit on responsible Internet use will be included where appropriate in the Curriculum covering any proposed changes to the policy in line with normal school procedures.

How will parent's support be enlisted?

The school believes it has a duty to help parents plan appropriate use of the Internet at home, and as such: -

- A careful balance between informing and alarming parents will be maintained through parental updates and newsletters.
- Joint home/school guidelines on issues such as safe Internet use are established and shared via our school website.
- Suitable educational and leisure activities that make responsible use of the Internet are shared with parents.

Disability Equality

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents. Any questions or concerns regarding this policy should be made to The Head Teacher.

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Safe Internet Use Golden Rules. These rules help us to be fair to others and keep everyone safe.

- We only use the internet when a trusted adult is with us.
- We will always tell an adult immediately if we see something on the internet which makes us feel uncomfortable or upsets us.
- We will always make careful choices when using the internet.