

Garretts Green Nursery School



Internet Access Policy Statement

Safeguarding Statement

At Garretts Green Nursery School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Garretts Green Nursery School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

RATIONALE

Providing access to the internet in school contributes towards the raising of standards and supports the professional work of staff.

This policy outlines our purpose in providing e-mail facilities and access to the Internet at Garretts Green Nursery School and Children's Centre and explains how the school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

INTERNET ACCESS IN SCHOOL

Staff and pupils have access to web sites worldwide offering educational resources, news and current events. There will be opportunities for discussion and exchange of information within the school community and others worldwide.

Staff have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the Local Authority and Department for Education and Skills (DfES); receive up-to-date information and participate in government initiatives such as National Grid for Learning (NGfL).

The internet is also be used to enhance the school's management information and business administration systems.

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and teaching assistants) and any other adults involved in supervising children accessing the internet, will be provided with the School Internet Access Policy, and will have its importance explained to them.

Staff accessing social media sites must ensure that, as a result of their posts, the school is not brought into disrepute. The name of the school should not be used in blogs, social networking or any other context. Similarly, the name of

the school, nor any comment which links the user to the school, should be used in social media site profiles or discussions.

Staff should not make links with parents (past or current) nor should they communicate with parents on social networking sites.

Photographs should be posted with care and only with the permission of others who may feature on the photographs.

Staff should never post photographs of children other than on the official school website.

Parents' attention will be drawn to the Policy which is available for parents and others to read on request and on the school website.

ENSURING INTERNET ACCESS IS APPROPRIATE AND SAFE

The internet is freely available to any person wishing to send e-mail or publish a web site and therefore some material available on the internet is unsuitable for children. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our internet security is managed by the Local Authority, which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- Children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- Staff will check that the sites pre-selected and vetted for pupil use and are appropriate to the age and maturity of pupils;
- Staff will be particularly vigilant when pupils are undertaking their own searches and will check that the children are following the agreed search plan;
- Pupils will not be taught to use e-mail in Nursery
- Our Rules for Responsible Internet Use will be posted near computer systems.
- The ICT co-ordinator will monitor the effectiveness of internet access strategies;
- The ICT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy;
- The headteacher will ensure that the policy is implemented effectively;
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues and advice from the Local Authority,
- Pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- It is unlikely that any inappropriate material will be seen by pupils in school due to the extent of security measures in place. Policy Central security would identify the nature, the computer and person logged on. In the unlikely event that there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Co-ordinator and the DSL in consultation with the Head Teacher and the pupil's key worker. All the teaching staff will be made aware of the incident in Pupil Awareness at a Staff Meeting if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the ICT co-ordinator will be informed. The ICT co-ordinator will report the URL (address) and content to the Internet Service Provider and the Local Authority. If it is thought that the material is illegal, after consultation with the Local Authority, the site will be referred to the Internet Watch Foundation and the police.
- Pupils should be protected from any possibility of cyber-bullying through supported use of the internet in Nursery school

MAINTAINING SECURITY

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The ICT co-ordinator and Technician will up-date virus protection regularly, will keep up-to-date with ICT news developments and work with the LEA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

Staff must not use a USB device which has been used on a home computer without previously ensuring that a security scan has been run.

The school monitors computer use/ internet use, using Policy Central and retains reports for monitoring purposes.

USING THE INTERNET TO ENHANCE LEARNING

Pupils will learn how to use a web browser. Staff and pupils will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- Access to the internet may be by teacher (or sometimes other-adult) demonstration;
- Pupils may access teacher-prepared materials, rather than the open internet;
- Pupils may be given a suitable web page or a single web site to access;
- Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times.
- It is essential when a member of staff uses the internet to enhance learning that the search or site chosen has been checked beforehand for suitability. This is particularly important when accessing Youtube which can provide exciting materials for use with young children but which may also lead to pupils being exposed to inappropriate materials.

USING INFORMATION FROM THE INTERNET

In order to use information from the internet effectively, ICT is important for pupils to develop an understanding of the nature of the internet and the information available on ICT. In particular, they should know that most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of ICT is copyright.

Staff will ensure that pupils are aware of the need to validate information whenever possible before accepting ICT as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium).

Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

USING EMAIL

ICT is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- Staff will use email as part of their communications with a wide range of professionals, business contacts and others. This is monitored using Policy Central which captures inappropriate searches, comments, vocabulary and photographs. Staff will be challenged where concerns arise.
- Pupils will not be allowed to use email in Nursery
- Staff will endeavour to ensure that safety rules remain uppermost in their minds as they monitor children using the internet and should avoid the use of email with our pupils.
- The forwarding of chain letters will not be permitted.

THE SCHOOL WEBSITE

Our school website is intended to:

- Provide accurate, up-to-date information about our school;
- Enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- Celebrate achievement;
- Promote the school.

All pupils may provide 'work' for publication on the school website. Staff will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the child's own work but may not be attributed to the child by name. However, it is most likely that information included on the website will be in the form of photographs or videos, which will not identify any child by name nor include information about any child whose parents have not given prior consent.

The ICT co-ordinator, Emma Ashford, is responsible for up-loading information to the school website, ensuring that links work and are up-to-date, and that the site meets the requirements of the site host.

The point of contact on the website will be the school address, telephone number and e-mail address. We do not publish pupils' names alongside photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their first name only other than in the section regarding staffing information unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

This does not apply, however, to school Governors whose details must be published on the school website following guidance from the DfE.

INTERNET ACCESS AND HOME/SCHOOL LINKS

Parents will be informed that pupils are provided with supervised internet access as part of their lessons. We will keep parents in touch with future ICT developments through the website, letters and newsletters.

School and Local Authority guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children.

RULES FOR RESPONSIBLE INTERNET USE

The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others. Pupils and Staff will:

- Only access the computer system with the login and password they have been given
- Always log off and close down the computer when leaving the computer unattended
- Not access files belonging to other staff members
- Report any unpleasant/inappropriate/offensive material immediately
- Understand that the school may check computer files and will monitor the internet sites visited
- Immediately report any inappropriate content
- Understand that e-mail messages received may be read by others.

This Policy should be read alongside the school's Acceptable Use Policy.

Reviewed by Staff: 3rd January 2017

Review date: January 2019