

The TLC Nursery Federation  
**Chalvey Nursery School & Slough Centre Nursery School**  
**E-Safety Policy**

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and PDAs. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

This e-Safety Policy

- replaces the previous Internet Policy which has been revised and renamed as the School's e-Safety Policy to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole;
- will operate in conjunction with other school policies including those for ICT, Behaviour, Child Protection, Curriculum Planning, and Health & Safety; and
- has been written by the school, based on a template provided by Slough Borough Council which itself is based on government guidance and is considered a model of good practice nationally.

Further information can be found at:

<http://www.becta.org.uk/schools/esafety>

<http://www.ceop.gov.uk/>

The school will appoint an e-Safety Co-ordinator who may also be the designated Child Protection Co-ordinator as the roles overlap. In this school the e-safety Co-ordinator is the head teacher.

This e-Safety Policy and its implementation will be reviewed annually.

## **Teaching and Learning**

### **Why is use of the Internet so important?**

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience.
- Internet use is a part of the curriculum and a necessary tool for staff and children.
- Children's access to the Internet is by adult demonstration with directly supervised access to specific, approved on-line materials.
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### **What are the benefits of using the Internet for the education of our children?**

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between children world-wide;
- 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 organisations and colleagues;
- improved access to technical support including remote management of networks and
- exchange of curriculum and administrative data at both local and national government levels.

#### **How will Internet use enhance the learning of children?**

- The school Internet access will be designed expressly for pupil use and will include appropriate filtering.
- Children will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Children will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

#### **How will children will be taught to evaluate Internet content?**

- The school will ensure that the use of Internet derived materials by staff and children complies with copyright law.
- Children should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

### **Managing Internet Access**

#### **Information system security**

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.

#### **Published content and the school web site**

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or children's personal information will not be published.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate. In practice monitoring may be delegated to appropriate members of staff.

#### **Publishing children's images and work**

- Photographs that include children will be selected carefully and will not enable individual pupils to be clearly identified by name.
- Children's full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site. An agreement form is included in the school prospectus which is given to the child's parent/carer.

- Children's work can only be published with the permission of the child and parents/carers.

### **Social networking and personal publishing**

- *The school will block/filter access to social networking sites.*

### **Managing filtering**

- The school will work with the LA, DCSF and the Internet Service Provider to ensure systems to protect children are reviewed and improved.
- If staff discover an unsuitable site, it must be reported to the Internet Service Provider via the ICT Co-ordinator or e-Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **Managing videoconferencing**

- Videoconferencing is not supported in this school.

### **Managing emerging technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- *Mobile phones will not be used in the classrooms during sessions or in formal school time.* The sending of abusive or inappropriate text messages is forbidden.

### **Protecting personal data**

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

## **Policy decisions**

### **Authorising Internet access**

- All staff must read and sign the 'Acceptable ICT User Agreement' before using any school ICT resource.
- The school will keep a record of all staff who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave.

### **Assessing risks**

- In common with other media such as magazines, books, videos and DVDs, some material available via the Internet is unsuitable for our children. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Slough Borough Council can accept liability for the material accessed, or any consequences of Internet access.

- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

### **Handling e-safety complaints**

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

### **Community use of the Internet**

- The school will liaise with local organisations to establish a common approach to e-safety.

## **Communications Policy**

### **Staff and the e-Safety policy**

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

### **Enlisting parents' support**

- Parents' / carers' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.

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