

Kings Lynn Nursery School E-Safety Policy

Writing and reviewing the E-safety policy

The E-safety Policy is part of the School Development Plan and relates to other policies including those for behaviour (including bullying) and for child protection. This policy is based on Norfolk Example E-Safety Policy and is adapted accordingly.

- The school will identify a member of staff who has an overview of E-safety
- Our E-safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by senior management and approved by governors.
- The E-safety Policy and its implementation will be reviewed annually
- The E-safety Policy was discussed by Staff on: 27.3.24
- The E-safety Policy was revised by: Holly Clements
- It was approved by the Governors on:

Teaching and learning

Why Internet and digital communications are important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use can add to the curriculum and is a tool for staff to use with pupils.
- Internet use can enable pupils to develop curiosity and understanding about the wider world.
- The school Internet access is provided by Norfolk County Council and includes filtering appropriate to the age of pupils.

Managing Internet Access

Information system security

- School ICT systems security will be reviewed regularly
- Virus protection will be updated regularly
- Security strategies will be discussed with the Local Authority
- The school will seek to ensure that the use of Internet derived materials by staff complies with copyright law.

E-mail

- Staff may only use approved e-mail accounts on the school system.
- Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

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 Staff or pupils personal information will not be published unless consent is given for a specific purpose.
- Cheryl Kirby (Headteacher) will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing photographs, images and work

- All photographs and images that include pupils will be used according to the consent level that parents/guardians have agreed to (see appendix)
- Pupils names will be avoided on the Web site or learning platform, as appropriate, including in blogs, forums or wikis, particularly in association with photographs. However, where these are used for a specific purpose, all photos will have the required consent for use of names.
- Written permission from parents or carers will be obtained before photographs or images of pupils are published (see appendix 4)

- Written permission from adults will be obtained before their names, photographs or images of themselves are published
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories

Social networking and personal publishing on the school learning platform

- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.

Managing filtering

- The school will work in partnership with Norfolk Children's Services to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the nominated member of staff.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing video conferencing/Virtual Meetings

- Pupils should ask permission from the supervising teacher before making or answering a videoconference/virtual call.
- Videoconferencing/virtual meeting will be appropriately supervised by staff and recorded if appropriate. Recordings will be deleted within a short time period, following GDPR guidelines.
- Parents will consent to video conferencing/virtual meetings using the Appendix attached
- Where possible, school will use secure platforms that are supported by ICT solutions, such as Microsoft Teams.

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.

Other devices

- Mobile phones and personal cameras will not be used during lessons or formal school time. Only school camera equipment may be used.
- The sending of abusive, offensive or inappropriate material is forbidden.
- Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care will be taken with their use within the school use.
- Staff should not share personal telephone numbers with pupils and parents. (A school phone will be provided for staff where contact with pupils is required).

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the GDPR act enforced from May 2018.

Policy Decisions

Authorising Internet access

- The school will maintain a current record of all staff who are granted access to school ICT systems.
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' form before being allowed to access the Internet on the school site.

Assessing risks

- The school 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 school computer. Neither the school nor Norfolk Children's Services can accept liability for the material accessed, or any consequences of Internet access.
The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and 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 referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.

Community use of the Internet

- All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.

Communications Policy

Introducing the E-safety policy to pupils

- Appropriate elements of the E-safety policy will be shared with pupils if and when appropriate

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.
- Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

- Parents' and carers attention will be drawn to the School E-safety Policy in newsletters, the school brochure and on the school web site.
- Parents and carers will from time to time be provided with additional information on E-safety.

Appendix 1:**Kings Lynn Nursery School's Staff, Governor and Visitor Acceptable Use Agreement / ICT Code of Conduct**

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all adult users are aware of their responsibilities when using any form of ICT. All such users are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, Tablets, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it is an offence to use a school ICT system and equipment for any purpose not permitted by its owner.
- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for uses permitted by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activity carried out under my username
- I will ensure that all school generated electronic communications are appropriate and compatible with my role.
- I will only use the approved, secure email system(s) for any school business
- I will ensure that all data is kept secure and is used appropriately and as authorised by the Head teacher or Governing Body. If in doubt I will seek clarification. This includes taking data off site.
- At school, I will not install any hardware or software without the permission of the Headteacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images will only be taken, stored and used for purposes in line with school policy and with written consent of the parent, carer or adult subject. Images will not be distributed outside the school network/learning platform without the consent of the subject or of the parent/carers, and the permission of the Head teacher.
- I understand that my permitted use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.

- I will respect copyright and intellectual property rights.
- I will not jeopardise the safety or wellbeing of any child or adult in the school through my use of ICT.
- I will not use a personal camera or mobile phone within the classroom or at an outside activity to take images of pupils
- I will report any incidents of concern regarding children's safety to the Designated Safeguarding Lead.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Full name:... David Marien....(printed)

Role:..... Chair of Governors

Signature:.....(Electronic) **Date** 25 April 2024