Drumnamoe Nursery School



E- Safety Policy

Reviewed on: \_\_\_\_\_\_\_\_\_\_\_\_\_

Next Review: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Chairperson): \_\_\_\_\_\_\_\_\_\_

**Drumnamoe Nursery School**

**e-Safety Policy**

**Statement of Intent**

Internet use is part of the Northern Ireland curriculum and as such is a necessary tool for learning. Whilst it may not be included in the Pre-School Curriculum, it is a part of everyday life for education, business and social interaction in Schools, therefore we feel that we have a duty to provide children with quality internet access and ICT experiences as part of their learning. Children and adults who use the internet need to be able to take care of their own safety and security. Children and adults who use the internet need to comply with copyright laws.

**Aim**

It is the aim of Drumnamoe Nursery School to make sure everyone who uses, or comes into direct contact with technology such as mobile phones, the internet and other electronic devices can do so **responsibly** and **safely** and are not exposed unknowingly to any risks, on or off line. We endeavour to make sure that all adults at Drumnamoe Nursery School are trained in the importance of good e-safety practice in school and that all children are protected and educated in their use and the risks of on and offline technologies, like the internet and social communication.

**The Internet**

Children and adults sometimes use the internet as part of the Nursery Curriculum and it has become increasingly useful as a means of sourcing information and broadening the learning opportunities and experiences for all of our children. The internet is part of everyday life at home, along with social communication.

School has a duty to offer children quality internet access, as part of their learning experiences. The internet is a way of providing access to learning wherever and whenever convenient. The Nursery internet is designed to enhance and extend education. All staff are taught about acceptable internet use and are given clear objectives for internet use. The Nursery will ensure that the copying and subsequent use of internet – derived materials by staff and children complies with copyright law. Normally all staff members help children to access the internet and are monitoring what children access while researching. Staff will guide children to online activities that will support their learning outcomes, according to their age and ability. Children will use age-appropriate tools to reach internet content.

**Managing Information Systems**

The Nursery server operating system is secure and kept up to date. Virus protection is current and renewed on a regular basis. All devices are password protected. Passwords are changed on a regular basis. Portable devices are not allowed to be used unless it is the property of the Nursery (i.e Ipads).

**Managing Emails**

Emails are an essential means of communication for School. We use emails to correspond with Parents/ Guardians and various professional bodies. We always ask for parents’ permission to use personal email addresses and hold personal information on the main computer for office use only. Staff members use work email addresses to communicate with parents/ guardians or other professionals. Personal e-mails may be used by the Principal only if deemed necessary. This is important for confidentiality and security and also to safeguard members of staff from allegations. Staff must immediately tell a designated member of staff if they receive an offensive email. Staff must not reveal personal details of themselves or others in email communication. Nursery staff are not permitted to use their personal email accounts during nursery hours or for professional purposes.

**Published Content on Website**

Drumnamoe Nursery School has a website that is used to give information to all interested parties. Sensitive information about the nursery can be found in newsletters and the website is more widely available. Publication of any information online is always considered from a personal and nursery security viewpoint.

The contact details on the Nursery website are the Nursery address, email and telephone number. Images of children used on the website are only published with parental written permission. Images that include pupils will be selected carefully and pupils full names will not be used anywhere on the website. The use of photography is outlined in the nursery policies.

**Social Networking**

All staff are made aware of the potential risks of using networking sites either personally or professionally. They are made aware of the importance of considering material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status. Information about social networking is including in our policies and procedures.

Drumnamoe Nursery School does use a Facebook page for advertising and reminding parents of events at the Nursery. The Principal monitors the page and only allows current/ associated links as members of the page and once parents, carers/ associated links leave the setting they are removed from the page. Any comments made by members will be read by the Principal and if they are not appropriate will be removed and the member responsible deleted from the page. Personal use of social networking will be discussed as part of staff induction.

**Filtering**

The School’s broadband access includes a filtering system which is age appropriate. Any inappropriate sites found will be reported to appropriate agencies.

**Management of Emerging Technologies**

Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in School is allowed.

**Protection of Personal Data**

The Data Protection Act 1998 gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information.

At Drumnamoe Nursery School all personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

**Internet Access**

Parents/ Guardians are informed that children will be provided with supervised, appropriate internet access according to their age and ability. The Nursery School take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a Nursery Computer. The Nursery School will not accept liability for the material accessed, or any consequences resulting from Internet use.

**Class Dojo**

In Drumnamoe Nursery School we use an app called “Class Dojo” for staff to share day to day activities with parents/ guardians. Each class is allocated their own group in which only the parents/ guardians of that class can see. The principal is the main administrator, and shares responsibility with the class teachers, having oversight of all class groups. Only the Principal or the class teacher can post to the ‘Class Story’, parents/ guardians can leave public comments on these, or they can engage in private messages using the ‘message’ platform. At the end of each year, the class is archived and then deleted in 3 years time.

**Cyber bullying**

Cyber bullying can be defined as “The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone”. It is essential that Nursery staff, parents and carers understand how cyber bullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety.

Cyber bullying of any member of staff will not be tolerated. All incidents of cyber bullying reported to the Nursery will be recorded and discussed with the Chair of Governors.

**Mobile Phones and Personal Devices**

Mobile phones and other personal devices such as games consoles and MP3 players are considered an everyday item in today’s society. Even children in Early Years settings may own personal devices to get online regularly. The children are not allowed to bring in personal devices into the nursery setting.

The use of mobile phones and other personal devices by staff in school is covered in our Mobile Phone Policy.

**E-safety**

The Nursery will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the E-safety policy is appropriate. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the Police. Any incidents/ concerns will be reported to the Designated Child Protection Officer, Mrs E Mc Donald, which will then be escalated appropriately. Parents/Guardians will be informed of any incidents/ concerns as and when required.

After any investigations are completed, the Nursery discusses and identifies any lessons learnt and implements any changes required. Where there is cause for concern or fear that illegal activity has taken place or is taking place then the School will contact the Children’s Safeguarding Team or e-safety officer and escalate concerns to the Police.

Complaints about internet misuse will be dealt with under the School’s complaints procedure. Any complaint about staff misuse will be referred to the Principal. All e-safety complaints and incidents will be recorded by the school, including any actions taken.

**Rules for E-safety**

* All staff members will be informed that internet use will be monitored. E-safety training will be given to all staff members.
* All staff members will be asked to read the e-safety policy and discuss any rules that need to be explained.
* All staff members will be made aware that internet traffic can be monitored and traced to the individual user.
* The Nursery will highlight useful online tools which staff should use with children in the Nursery. These tools will vary according to the age of the children.
* Attention will be drawn to the School’s e-safety policy in newsletters, and made available on the school website.