Grace Owen Nursery School Online Safety Policy

Online Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

Good Habits

Online Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and children; encouraged by education and made explicit through published policies.

- Sound implementation of Online Safety policy in both administration and curriculum, including secure school network design and use.

- Safe and secure broadband including the effective management of content filtering.

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Staff Social Media Policy

Please see full document in the school office. It is signed yearly by staff after training. Next update September 2019.

Online Safety Audit – Nursery Schools

This quick self-audit will help the senior management team (SMT) assess whether the Online Safety basics are in place.

Has the school an Online Safety Policy that complies with CYPS guidance?	
Date of latest update: October 2018	
The Policy was agreed by governors: Nov 2018	
The Policy is available for staff in the Office or online.	
And for parents in the Office or online.	
The designated Child Protection Teacher/Officer is: Head teacher, Nancy Farrow	
The Online Safety Coordinator is: Nancy Farrow	
Has Online Safety training been provided for staff?	
Do all staff sign an ICT Code of Conduct?	
Do parents sign and return an agreement that the school will comply with the School Online Safety Rules?	
Are these Rules displayed alongside all computers used by staff	
Internet access is provided by an approved educational Internet service provider and complies with DCSF requirements for safe and secure access.	
Has the school filtering policy been approved by SMT?	
Is personal data collected, stored and used according to the principles of the Data Protection Act?	

School Online Safety Policy

Our Online Safety co-ordinator is Nancy Farrow, the Head Teacher who is also our DSL.

Our Online Safety Policy has been written by the school, building on the Sheffield Children and Young Peoples' Directorate and Government guidance. It has been agreed by the senior management team and approved by governors.

The Online Safety Policy will be reviewed annually. This policy will next be reviewed in October 2019.

Why is Internet Use Important?

The purpose of Internet use in Nursery is to produce educational resources, to promote children's achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is an essential element in 21st century life for education, business and social interaction.

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:
- access to world-wide educational resources including museums and art galleries;
- access to experts in many fields for staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DCSF; access to learning wherever and whenever convenient.

Authorised Internet Access

- The Nursery will maintain a current record of all staff who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any Nursery ICT resource.

World Wide Web

- If staff find any inappropriate sites or material on the school system the URL (address), time, content must be reported to the Local Authority helpdesk via the Online Safety coordinator or ICT co-ordinator.
- School will ensure that the use of Internet derived materials by staff complies with copyright law.

Email

- Access in Nursery to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Social Networking

- Access to social networking sites and newsgroups is not allowed on Nursery computers
- Staff must not contact a parent/carer/service user on a social networking site.
- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of Grace Owen Nursery School. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the LEA, Grace Owen Nursery School.
- Information published on your blog(s) should comply with the Nursery's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
- Be respectful to the School, other employees, colleagues, parents/careers; governors and other users of the Nursery School
- Social media activities should not interfere with work commitments.
- Your online presence reflects the School. Be aware that your actions captured via images, posts, or comments can reflect that of the School.
- Do not reference or cite School activities. In all cases, do not publish any information regarding a pupil, parent/carer, colleague or other service user
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- School logos must not be used at anytime.
- No reference should be made to policies of Grace Owen Nursery School

Filtering

The school will work in partnership with the Local Authority, Blue Box IT and the Internet Service Provider to ensure filtering systems are as effective as possible.

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 for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff will be issued with a school phone where contact with parents is required. Staff must not contact a parent/carer or pupil on your own personal mobile phone, email or social networking site.

Published Content and the School Web Site

- The contact details on the Web site should be the school address, email and telephone number. Staff or pupils personal information will not be published.
- The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Children's Images and Work

- Children's' full names will not be used anywhere on the Web site or Facebook, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of children are published on the school Web site.
- Children's work will not be named

Information System Security

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

Protecting Personal Data

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

Assessing Risks

- The Nursery 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 Sheffield City Council can accept liability for the material accessed, or any consequences of Internet access.
- The Nursery should audit ICT use to establish if the Online Safety policy is adequate and that the implementation of the Online Safety policy is appropriate.

Handling Online 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.
- Parents will be informed of the complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Communication of Policy

Staff

- All staff will be given the Nursery Online 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.

Parents

Parents' attention will be drawn to the Nursery Online Safety Policy in newsletters, the school brochure and on the Nursery Web site.

Grace Owen Nursery School

Online Safety Rules

Parent's Consent for Web Publication of Work and Photographs

I agree that my child's work may be electronically published.

I do not agree that my child's work may be electronically published.

*Please delete sentence that does not apply

I agree that appropriate images that include my child may be published subject to the school rule that photographs will not be accompanied by children's names.

I do not agree that appropriate images that include my child may be published subject to the school rule that photographs will not be accompanied by children's names.

*Please delete sentence that does not apply

Signed:	Date:

Please print name:

Child's name:

Room

Please complete, sign and return to the Nursery School Office