



BERKHAMPSTEAD DAY NURSERY

E-SAFETY POLICY

Berkhamstead Day Nursery follows the School's Policy below. However, due to the age of the children in our care, certain specific points apply:

- **There is an iPad in each room used by the staff members for logging the children's personal information, observations and assessments, Family posts and learning purposes - for example, to show the children real life pictures or to listen to stories or music.**
- **No child will ever have the opportunity to access the Internet independently.**

Introduction

The internet is an essential element in 21st Century life for business, social interaction and education. At Berkhamstead School we have a duty to provide pupils with quality internet access as part of their learning experience.

1. The Internet and other digital information technologies are powerful tools, which open up new prospects for communicating and working with others. Education is embracing these new technologies as they constantly bring with them fresh opportunities for teachers and learners. New skills need to be learnt and applied inside and outside the classroom. At Berkhamstead, we believe that these new technologies can have a positive effect but this requires both an understanding of the issues and the teaching of their appropriate and effective use. This policy seeks to explain clearly how this can be done.

2. WHY IS INTERNET USE IMPORTANT?

2.1 The purpose of Internet use at Berkhamstead is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management of information and business administration systems.

2.2 Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils; internet access therefore is an entitlement for pupils who show a sensible approach to its use.

2.3 The internet is a tool to enable collaboration between pupils and as a means of engaging with the wider community, including parents/carers.

3. HOW DOES THE INTERNET BENEFIT EDUCATION?

3.1 The internet benefits education in the following ways:

- Improved subject learning across a wide range of curriculum areas that promotes excellence and enjoyment, creativity as well as independent learning through cross-curricular project work.
- Access to a wide range of cultural, scientific and intellectual material that might otherwise not be freely or readily available.
- Improved motivation and attitudes to learning.
- Development of problem-solving and research skills.
- Development of network literacy to access resources, create resources and communicate with others.
- Enhanced social development.

4.. HOW WILL RISKS BE ASSESSED?

4.1 In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. Berkhamstead School will take all reasonable precautions to ensure that users access only appropriate material. This includes using an Internet Service Provider which caters specifically for schools. 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 (though it is highly unlikely). Having taken reasonable measures, the school cannot accept liability for the material accessed, or any consequences of Internet access.

4.2 Methods to identify, assess and minimise risks will be reviewed regularly. In order to reduce risks, the Headteacher and Head of Computing will ensure that the E-Safety policy is implemented and compliance with the policy monitored.

4.3 Parents can at any time inform the school that they do not wish or no longer wish their child to have access to the internet at the school.

5. HOW WILL INTERNET/ICT ACCESS BE AUTHORISED?

5.1 Berkhamstead School will keep a record of all staff and pupils who are granted ICT access. Access to approved on-line material via the Internet will be supervised at all times, with age-appropriate support/monitoring.

6. IMAGES ON BERKHAMPSTEAD WEBSITE

6.1 Including images of pupils on the school website can be a motivating experience for the pupils and provide the school with opportunities to promote the varied and exciting work that is going on. It is crucial, however, that careful consideration is taken when deciding how images may be used, and that the school takes cognisance of the parental permission/s given in regard to use of their child's (children's) images.

6.2 The point of contact on the website should be the school address, e-mail and telephone number. Staff or pupils' home information will not be published.

6.3 Written permission from parents or carers will be obtained before photographs of pupils are published on any school website. Website photographs or the use of digital images that include pupils will be selected carefully. Pupils' full names will not be used anywhere on any website, particularly associated with photographs.

6.4 Digital video can also be an exciting medium which can motivate and inspire pupils. Whilst it is recognised that the risks of using digital media are minimal (ref. <http://safety.ngfl.gov.uk/academys>) we have to make sure that pupils remain unidentifiable if examples of digital video are used.

7. **NEWSGROUPS/CHAT ROOMS**

7.1 Children will not be allowed or be able to access chat-rooms under any circumstances.

8. **MANAGING EMERGING TECHNOLOGIES**

8.1 Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the school.

9. **POLICY COMMUNICATION**

9.1 Staff and Governors

- All staff must accept the terms of the staff Code of Conduct before using any ICT equipment in the school.
- All staff including teachers, supply staff, classroom assistants and support staff, and volunteers or visitors working within the school on placement, will have access to the policy and have 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.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff must sign the Acceptable Use Policy

Staff development in the safe and responsible Internet use and on E-Safety policy will be provided as required on a regular basis, using the most up to date information available. A particular focus will be given to the connection between internet use (social media) and cyber-bullying, 'stranger danger', Prevent awareness and extremist ideas, grooming and sexual exploitation. Staff will be trained on how to support, guide and teach children in an age-appropriate way, whilst being able to recognise the signs of exploitation or abuse. Governors will receive training on the above issues as required and will be required to monitor e-safety as part of their responsibility for safeguarding.

- If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to the Designated Safeguarding Lead with reference to the safeguarding policy.

10. **HOW WILL THE ICT SYSTEM SECURITY BE MAINTAINED?**

10.1 Horizon are employed by the school to maintain the ICT system.

10.2 The school ICT systems will be reviewed regularly with regard to security. Virus protection will be installed and updated regularly.

11. HOW WILL COMPLAINTS REGARDING ICT/INTERNET USE BE HANDLED?

11.1 Any complaint about staff misuse must be referred to the Head Teacher and will then be pursued through the school disciplinary procedures as appropriate.

11.2 Pupils and parents will be advised that any complaints regarding internet use should be pursued through the school complaints procedure and pursued as appropriate.

12. HOW WILL PARENTS' SUPPORT BE ENCOURAGED?

12.1 Parents' attention will be drawn to E-Safety Policy in newsletters.

12.2 A partnership approach with parents will be encouraged. This could include demonstrations, information letters, visiting speakers and e-safety magazines.

12.3 Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use.

12.4 Specific and up to date advice and guidance will be provided to parents regularly through various communication mediums including the website, social media, newsletters and information events specifically relating to the growth of social media and the connection of internet use and exploitation. Of particular relevance are issues of cyber-bullying, grooming and sexual exploitation as well as extremist ideas and Prevent awareness.

13. MONITORING AND REVIEW

13.1 E-Safety is an area that is constantly evolving and this policy will be reviewed annually or in response to an E-Safety incident.