Harrison Nursery School

E-Safety Policy

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Statement of intent
At Harrison Nursery School we want our staff & children to be protected when using any form of ICT, including the internet.

Aims
We recognise that we have a pastoral responsibility towards our pupils and that we should do all that is reasonable to promote pupils' welfare and safety. We aim to provide a caring secure environment so that children feel safe, comfortable and happy in their surroundings. At Harrison Nursery School we aim to work with the children, parents and the community to ensure the safety of our children and to provide them with experiences & learning that build as a foundation for lifelong learning. We aim to act responsibly in relation to the use of ICT & the internet & the following guidelines will help to ensure this is the case.

- Appropriate security settings, firewalls & passwords are in place on the school computers; at present the children do not have direct access to the internet; this policy will be reviewed when this situation changes.
- Anything that occurs in relation to use of the internet or use of ICT that could be misinterpreted as inappropriate or offensive should be reported to the Principal & a written record of the incident be recorded.
- Permission is gained (at the start of the year) from parents/guardians for the use of images on the school website and/or Facebook page.
- For those members of staff or placement students it is important to note that it is not permitted to discuss your work place on social media sites such as Facebook; the posting of any text, image, sound or video that could upset or offend anyone connected to our school or a member of the community or is incompatible with our professional role is prohibited; it is important to ensure that all our online activity (both in work & at home) is of a professional & appropriate manner & will not bring our school or our professional role into disrepute.
- Photos & individual record files are stored on pendrives; these are retained in school in a locked filing cabinet & only accessible to permanent members of school staff.

On our school website and/or Facebook page
- Children will only be referred to by their first name (if at all)
- Images of children will not be labelled with their name

Digital Recording
Parents will be consulted before any school concert/event takes place and digital recording will only be permitted if all parents have agreed.

Promote Internet Safety at home (useful information for all the family)
- Keep the computer in a communal area of the home.
- Monitor on-line time and be aware of excessive hours spent on the internet.
- Take an interest in what your children are doing. Discuss with your child what they are researching and using the internet for.
- Advise your child about the importance of using the internet in a sensible and responsible manner.
- Discuss the fact that there are websites which are unsuitable.
- Discuss how children should respond to unsuitable materials or requests.
- Remind children never to provide personal information on line.
- Remind children that people on line may not be who they say they are.
- Be vigilant, ensure that children do not arrange to meet someone they chatted with on line.
- Be aware the children may be using the internet in places other than home & school e.g. through the use of mobile phones with internet access.

Internet technology and school use of resources will develop and change with time.
It is our intention to revise and up-date our E-Safety policy as appropriate and whenever necessary.

This policy has links with other school policies, such as ICT, Photography, Child Protection and Child Observation, and will be reviewed periodically.