

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 if 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, closed Facebook groups.
- 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 in Seesaw app; photos are deleted when no longer required and all photos deleted by end of school year.

Role of Principal

- Keep abreast of current online safety issues and guidance through bodies such as CPSS (Child Protection Support Services), EA, Childnet and to disseminate information accordingly.
- Ensure that everyone in our school community are aware of this policy (it is available on request and on our school website) and the expectations related to the safe use of devices and the internet.
- The ensure the use of the internet is for educational value to our learning community and for the promotion and celebration of the children's learning and enjoyment.
- Facilitate training to support staff as we complete remote and blending learning.
- Ensure school's use of internet sourced materials are copyright compliant.
- Ensure information retained or shared by school electronically is GDPR compliant.
- Ensure our school community is not exposed to inappropriate material online.
- Implement appropriate guidance in the event of any incident which could prove detrimental to the reputation of the school or our school community.
- Risk assess new technology as required.

Role of staff

As a staff we strive to support and promote safe online behaviour, fostering appropriate online behaviour for later life and future learning in our pupils.

- Staff are familiar with E-safety policy and attend training as required.
- Contribute to planning to in relation to use of technology throughout our curriculum.
- Do everything within their power to mitigate risk to children, themselves and the school community when using ICT devices, internet and social media.
- Use only school devices to record and retain evidence to be used in observations, planning, review and evaluation.
- Facilitate children's use of Ipads and other digital devices in a small group, ensuring adult support and guidance is provided.
- Alert the Principal to any potential compromise of the school community that may arise.
- Students, volunteers and visitors will not be permitted to use ICT devices in the learning environment without prior permission from the Principal and following the completion of a risk assessment if deemed necessary.

Role of parents

The school encourages and promotes co-operation with parents in all areas of learning and acknowledges their role as their child's first educator.

- Work in partnership with parents to promote the use of ICT and the internet to enrich children's learning.
- Assist parents/guardians in the development of constructive family uses of technology through information sharing and literature (see information below)
- Use a variety of appropriately secured media for home/school communication and provide information to parents regarding protocols for such use (ref. remote and blended learning policy).
- Acquire prior parental consent for use of pupil images on website, Facebook etc. (see additional point below in relation to school website and Facebook page).
- Inform parents of protocols in respect of personal pupil information, photos and evidence of progress held by the school.

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.

Links with other policies

This policy has links with other school policies, such as ICT, Photography, Safeguarding and Child Protection, Anti-bullying, Behaviour Management and Child Observation, and will be reviewed periodically.

References

- E-safety Guidance - DE Circular 2013/25
- Internet safety - DE Circular 2011/22
- Be SMART online - www.Childnet.com
- Happy parents be cool about internet - NI CP committees
- Keeping under 5s safe online - www.Childnet.com

Reviewed February 2021