Parsonage Farm Nursery and Infant School
E-Safety Policy

At Parsonage Farm Nursery and Infant School we are committed to ensuring that our whole school is able to operate with safety and confidence whenever and wherever the Internet or mobile technologies are being used.

What is E-Safety?

E-Safety encompasses Internet technologies such as mobile phones, Ipads, tablets and desktops. It highlights the need to educate children about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience. Our school's e-safety policy should operate in conjunction with other policies including those for Child Protection, Safeguarding, Behaviour, Anti- Bullying, Teaching and Learning and Data Protection procedures.

Writing and reviewing the E-Safety policy

- The SLT are responsible for maintaining the E-Safety Policy.
- Governors will review the policy every two years

Teaching and Learning

Why Internet use is important

The Internet is an essential element in 21st century life for education, business and social interaction. Our school has a duty to provide children with quality Internet access as part of their learning experience. Internet use is a part of the computing curriculum and a necessary tool for staff and children.

Internet use will enhance learning

The school Internet access is designed specifically for pupils use and includes filtering appropriate to the age of children. During computing lessons, the children will be taught about acceptable internet use. Using the internet will be used and integrated into planning where appropriate to enrich and extend learning

activities. Staff will guide children in on-line activities that will support the learning outcomes planned for the children's age and maturity and educate them in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Children will be taught how to evaluate Internet content.
If staff or children discover unsuitable sites, the URL (address), time, date and content must be reported to the Headteacher. This information will be passed on to Greenpoint/Talk Straight. The use of Internet derived materials by staff and by children will comply with copyright law.

Information system security
- The security of the school information systems will be reviewed regularly
- Virus protection will be installed and updated regularly
- The school uses broadband supplied by Talk Straight

Published content and the school web site
The contact details on the Web site are the school address, e-mail and telephone number. Staff or children's personal information is not published. The Headteacher takes overall editorial responsibility and ensures that content is accurate and appropriate.

Publishing pupils' images
Parents are asked for their permission to publish their children's photographs on the school website, and only when parental permission has been granted will this happen. Children's full names will not be used anywhere on the Web site, particularly in association with photographs.

Social networking
Social networking sites are blocked. Children are advised never to give out personal details of any kind which may identify them or their location.

<u>Policy Decisions</u>

Authorising Internet access
All members of staff must read the 'Acceptable Use of IT Policy', before using any school IT resource. A copy of this can be found in the orange Policy File on the shelves by the photocopier.
Within our school, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials. Only approved search engines will be used on the curriculum network, during school hours.

Assessing risks

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for children. The school takes all reasonable precautions to ensure that users access only appropriate material. 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. The school cannot accept liability for the material accessed, or any consequences of Internet access.

The Headteacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

Handling E-Safety complaints and concerns
- Complaints of Internet misuse will be dealt with by the Headteacher.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- If staff are made aware of inappropriate internet use by the children at home, they speak to parents and/or the Headteacher.

<u>**Communications Policy**</u>

Introducing the E-Safety policy to children
- 'Sid's Top Tips' for Internet access are posted in all classrooms and the IT suite.
- Children in KS1 sign an e-safety charter
- Children are informed that Internet use is only with adult supervision.
- E-Safety is taught as part of the computing curriculum to raise the awareness and importance of safe and responsible internet use.

Staff and the E-Safety policy

All staff are given the school E-Safety Policy and its importance explained. Staff are made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. Staff should not use personal email or mobile technology to contact children or parents. If contact is necessary school telephone / year group email or Arbor should be used.

Agreed by Governors: May 2023

Review Date: May 2025