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Signed:				Head Teacher	

Castle Vale Nursery School Internet Use Policy

It is the aim of the Governing Body of Castle Vale Nursery School to support the implementation of policies and procedures which support the vision of:

Making a difference. All of our children, all of the time.

RIGHTS RESPECTING SCHOOL This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

We follow the policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB), which includes the governments, prevent strategy.

Introduction

The purpose of internet use in our setting is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the setting's management information and administration systems.

Internet use is part of the curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the internet is therefore an entitlement for our children and we aim to develop their skills and abilities as appropriate to their age and stage of development. Our setting has a duty to provide our children with quality internet access. Children will be learning to use the internet at home and will need to learn how to use it correctly with adult support to ensure their safety and security.

Rights Respecting School

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

- Article 3 - The best interests of the child must be a top priority in all things that affect children.
- Article 19 Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

How does Internet Use Benefit Education?

Benefits of using the internet in education include:

- access to world-wide educational resources
- 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 administrative data with the Local Authority and DfE (Department for Education); access to learning wherever and whenever convenient.

How can Internet Use Enhance Learning?

- The setting internet access will be designed expressly for our children and includes filtering appropriate to the age of children.
- Children will use the internet with the direct support and supervision of staff.
- Internet access will be planned to enrich and extend learning activities.
- Staff will guide children in on-line activities that will support learning outcomes planned for their age and maturity.

Ensuring Internet Access is Appropriate and Safe

The internet is freely available to any person wishing to send e-mail or publish a website and therefore some material available on the internet is unsuitable for use in our setting. The following key measures have been adopted to help ensure that our families and children are not exposed to unsuitable material:

- Internet connectivity is managed by the Local Authority, which provides a service designed for children. This includes a "firewall" filtering system intended to prevent access to material inappropriate for children
- All staff, governors, students or volunteers must agree to the 'Acceptable ICT Use Agreement' before using any of our ICT resources.
- Parents will be informed that children will be provided with supervised internet access.
- Children and families using the internet will be supported and supervised by a member of staff at all times
- Staff will check that the sites and apps pre-selected for families and children use are appropriate
- Staff will be particularly vigilant when families are undertaking their own search and will check that they are following the agreed search plan
- Staff will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others
- Our Rules for Responsible Internet Use will be posted near computer systems.
- Senior Leadership Team (SLT) will monitor the effectiveness of internet access strategies



- SLT will ensure that frequent checks are made using NetSupport DNA to monitor compliance with the school's Internet Use Policy
- The Head Teacher will ensure that the policy is implemented effectively
- Staff will be asked to inform a member of SLT immediately if they encounter any material that makes them feel uncomfortable.
- Staff, students, volunteers, governors and families are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use, which have been designed to help protect them from exposure to internet sites carrying offensive material. If anyone abuses the privileges of access to the internet or use of e-mail facilities by failing to follow the Rules of Responsible Internet Use, access to the internet may be denied for a period.

World Wide Web

- Staff will check that the sites and apps pre-selected for children's use are appropriate to the age and maturity of pupils
- If staff discover unsuitable sites, the URL (address), time, content must be reported to the Head Teacher.
- The setting will ensure that the use of internet derived materials by children, families, governors, volunteers and staff complies with copyright law.
- Staff, governors, students and volunteers will be informed that all internet use on site is monitored through Net Support DNA.

Email

- All staff, governors, students and families will be made aware that the content and 'keywords' of e-mails are regularly monitored through NetSupport DNA.
- E-mails 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 e-mails is not permitted.
- All emails containing sensitive data must be sent via Egress or password protected and in line with our data protection policy.

Social Networking

- Staff, governors, students or volunteers should not refer in any way what so ever to our organisation or to the staff, parents, visitors or children that attend our setting on their personal social networking sites.
- Personal social networking sites must not be accessed via the setting's ICT equipment (some staff will access school social networking sites through personal sites).
- Staff should be mindful of professional boundaries and it is advised that they do not have parents as friends on social networking sites.

Use of Tablets

- Only school tablets will be used in the classrooms.
- All tablets must be returned to the charging cabinet at the end of each day.



- Staff wanting to take a tablet home for work use must sign it out and in each day (or for the weekend.)
- All apps used on the school's tablets must be approved by SLT.
- All tablets will be password protected to prevent unauthorized use.
- Children using the tablets must be supervised at all times.
- Tablet settings will be set so that age appropriate restrictions are set for children use.
- A code will be set that enables staff to access material restricted by the under 5 age limit.
- The internet history of the tablets will be monitored every month.

Filtering

The school will work in partnership with the Local Authority 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 our setting is allowed.

Published Content and the Setting Website

- The contact details on the website should be the setting address, e-mail and telephone number. Staff, governor or children's personal information will not be published.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Children's Images and Work

- Photographs that include children will be selected carefully and will not contain any names or text that would enable the identity of the child to be known.
- Written permission from parents or carers will be obtained before photographs of children are published on the setting website.
- Children's images may be used in the setting and stored on the network. Where it is deemed necessary, images kept on staff laptops, portable hard drives, USB or other storage devices these files must be encrypted and/or password protected and the hardware stored securely when not in use. These images should be routinely deleted when no longer required.

Use of Tapestry – an Online Learning Journal

- Tapestry is a standalone application with which we have our own web address, which gives us full management functions to control access and communication, for parents and staff, and editorial control over all journals and records.
- Mobile Tapestry apps only allow parents to access their own child's records and are password protected



- Parents receive automatic emails when new entries are made to their child's record. Parents can turn these off.
- Staff all have their own password protected log-in. Students are only given pin log-ins which require a staff member to log-in initially so they are aware students are accessing Tapestry and ensures students cannot access children's records when off site.

Use of CPOMS – Safeguarding Information Storage System

- Records of safeguarding concerns, parent complaints, behaviour incidents, communications, conversations and SEND communications will be stored electronically on the CPOMS system.
- DSLs will have secure access to all these records via a strong password.
- All other staff will be able to access these records via a personal log in and password and to a level appropriate to their role.
- These records will be transferred to primary schools when a child leaves us either securely through the CPOMS system, by secure email or printed and be delivered by hand.
- All DSLs and staff must keep their passwords safe and not let another person use it.

Information System Security

- Setting ICT systems capacity and security will be reviewed regularly.
- Virus and malware protection is installed and updated regularly.
- Security strategies will be in line with those provided by and supported by the Local Authority and managed by the technician.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the current Data Protection Act. (See Data Protection Policy)

Assessing Risks

- The setting 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 one of our computers. Neither the setting nor Birmingham City Council can accept liability for the material accessed, or any consequences of internet access.
- The school will audit ICT use to establish if this policy is adequate and that the implementation it is appropriate.

Handling E-safety Complaints

- 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.

Communication of Policy



Staff and Governors

- All staff will be given the Internet Use Policy and its importance explained at team meetings.
- This policy will be included in the induction pack for volunteers, students and supply staff
- Any changes to this policy will be shared with Governors
- A copy of the policy will be kept in the Policy folder in the Head Teacher's office and on the shared drive of the school's network so all staff, students, governors and volunteers have access to it.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Consequences of failure to follow the policy

- Failure by staff to comply with the policy will result in disciplinary measures being taken.
- All staff will remind governors, students, families, volunteers and visitors regarding the policy and if necessary will report to the Head Teacher if they need support in this. Severe breaches and continual breaches will be brought to the attention of the Head Teacher immediately who will seek advice and guidance on further steps to be taken from School and Governor Support services.



Our Rules for Responsible Internet Access

Rules for Staff, Governors, Students, Volunteers, Families and Children

The computer system is owned by Castle Vale Nursery School. These Rules for Responsible Internet Use will help protect pupils, families, staff and the setting by clearly stating what use of the computer resources is acceptable and what is not.

- Network access must be made via the user's authorised account and password, which must not be given to any other person
- Setting computer and internet use must be appropriate to the children or families' education or to staff professional activity
- Copyright and intellectual property rights must be respected
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers
- Users are responsible for e-mail they send and for contacts made
- All emails containing sensitive data about individuals or the setting must be sent via Egress or be password protected
- No hyperlinks in, or attachments to, emails should not be opened unless the source is known and trusted
- Anonymous messages and chain letters are not permitted
- The use of personal social networking sites is not allowed
- The setting ICT systems may not be used for private purposes, unless the head teacher has given permission for that use
- Use for personal financial gain, gambling, political purposes or advertising is not permitted
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner
- Any unpleasant material must be reported immediately to the Head Teacher
- Castle Vale Nursery School may exercise its right check to my computer files and may monitor e-mails and internet sites visited
- Irresponsible use will be recorded and this may result in the loss of internet access and further actions depending on the seriousness of the matter.