



Online Safety Policy

Updated January 2025

Amanda Hubball

Introduction

Our Online Safety Policy has been written by the school. It has been discussed with staff, agreed by the Senior Management Team and approved by Governors. It will be reviewed annually.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings. At Alfreton Nursery School, safeguarding is everyone's priority.

This Policy document is drawn up to protect all parties: the children, the staff and our school community, and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringement.

Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities
- Online safety teaching which is embedded within the school curriculum and is based on materials produced by the NCA, NSPCC and Childline.

Roles and Responsibilities

The Head Teacher, with the support of Governors, the SMT (including the ICT Coordinator), aims to embed on-line safe practices into the culture of the school.

Leadership team

The SMT ensures that the policy is implemented across the school via the usual school monitoring procedures

Online Safety Coordinator

Our school Online Safety Coordinator and CEOP Education Ambassador is **Amanda Hubball**. She is responsible for keeping up to date with all online safety issues and ensuring that staff are updated as necessary.

Governors

The School Governing body is responsible for overseeing and reviewing all school policies, including the online safety Policy.

Our CEOP Education Ambassador (Governor Representative) responsible for online safety is **Peter Ellse**

School Staff & Students

All school staff are responsible for promoting and supporting safe practice in the school environment and following school online safety procedures.

Staff should ensure they are familiar with the school Online Safety Policy, and ask for clarification where needed.

All students/staff should sign the Staff Acceptable Internet Use agreement.

Children

As a Rights Respecting School, children are taught their roles and responsibilities to help keep themselves and others safe in school, this includes sharing information about how to keep themselves safe on-line.

Parents/Carers

Parents are given freedom of choice, through the Home School Agreement, about whether images of their children can be used on school social media pages, the school website and any other platforms that may be appropriate. Parents/carers are also fully informed and trained on the use of our online digital learning journal system, Tapestry. This is a totally confidential system which forms a bridge between home and school for every individual child. The school is fully GDPR compliant.

Parents are informed about who the CEOP Education Ambassador is in school and that they can ask for support with online issues if ever they need it.

There is information to support online safety available on the school website.

Technical and hardware guidance

School Internet provision

The school uses the standard LA Internet Service Provider, which is emPSN which provides an uncontended broadband connection. The school IT Technician visits school on request and is always contactable in case of emergency.

Content filter

Our Internet Provider uses a sophisticated content filter to ensure that only appropriate content from the Internet finds its way into school.

Downloading files and applications

All staff know to remain vigilant when downloading applications onto technical devices and know to immediately inform the IT coordinator or member of the SMT if any material appears unsuitable for school use.

Portable storage media

- Staff are not allowed to use their own portable media storage (USB sticks etc.), unless in exceptional circumstances, which are approved by the Head Teacher and IT Coordinator.

Security and virus protection

The school server is covered by System Center Endpoint Protection (free from Microsoft) and all the windows machines are on Windows 11 (were 10) and are covered by Windows Defender.

- Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the School Business Manager.

Use of the Internet at School

Use of the Internet by children

Internet access is carefully controlled by the teaching staff team. Children are always actively supervised by an adult when using the Internet.

Access for all children

In line with our inclusion policies across the school, we want to ensure that all our children have access to the Internet, particularly where this will directly support their learning.

Using the Internet for learning

Using the Internet for learning is an essential element of learning accessibility and motivation.

Teachers carefully plan all Internet-based teaching to ensure that children are focused and using appropriate and relevant materials.

- Children are taught how to use search engines and how to evaluate Internet-based information as part of the Computing curriculum, and in other curriculum areas where appropriate.
- Internet teaching supports the children in their awareness of global and diverse concepts.
- Resources produced by the NCA are used to help children to understand safe use of the internet.

Suitable material

We encourage children to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material.

Where possible, we provide families with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to families, or using them in teaching.

Non-Education materials

We believe it is better to support children in finding their way around the Internet with guidance and positive role modeling rather than restrict Internet use to strict curriculum based research. As well as Internet material directly related to the curriculum, we encourage families to visit appropriate child-oriented activity sites that have interesting and relevant activities, games and information.

Chat, discussion and social networking sites

Through our CEOP information to parents/carers we support families to understand the importance of filtering systems at home in order to help keep everybody safe when on-line.

All commercial Instant Messaging and Social Networking sites are filtered as part of the LA Internet policy

Internet-enabled mobile phones and handheld devices

It is important that, whilst the school recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted online.

Staff are informed of the legal and moral implications of posting photos and personal information from mobile phones to public websites etc and how the data protection and privacy laws apply.

- Parents/carers/visitors are not allowed to use personal mobile phones or other similar devices in school.

Cyberbullying - Online bullying and harassment

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on families. Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. We encourage families to discuss any concerns or worries they have about online bullying and harassment with staff, and we have a range of materials available to support families, including offering support with safe internet usage.

- Any issues related to child protection are dealt with in accordance with school child protection & safeguarding procedures.

Contact details and privacy

Children's personal details, identifying information or other sensitive details will never be used for any public Internet-based activity.

School Website

Any work that is published on the school website and attributed to members of our school community will reflect our school, and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content.

How will complaints regarding online safety be handled?

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

Our online safety coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

Use of the Internet and ICT resources by school staff

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

Internet Availability

To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use. The school also provides an office outlook account for all members of the school staff team.

ICT Equipment and Resources

The school also offers staff access to appropriate ICT equipment and resources, including computers, laptops, Ipads, data projectors and a range of professional and curriculum software

Professional use

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our children and families both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet, and to provide pupils with appropriate models to support the school Inclusion and Equal Opportunities policies. Online media related to members of the LGBT+ community, people of different races, cultures, religions, genders, abilities, ages and socio economic backgrounds . . . are used with respect, sensitivity and with the sole purpose of educating children.

Staff who need support in using ICT as part of their professional practice can ask for support from the ICT Co-ordinator.

Personal use of the Internet and ICT resources

Some equipment (including laptops and Ipads) is available for loan to staff, with permission from the ICT Coordinator and Headteacher. The appropriate forms and agreements must be signed as appropriate.

However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below.

E-mail

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.

Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

Online discussion groups, bulletin boards and forums, online chat and messaging

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin boards to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

Social Networking

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements.

Data Protection and Copyright

The school has data protection policy in place – please see separate policy for more details. Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.

Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support pupils to do the same.

Communication

Contact and connection with parents, attendance at staff meetings, communication with colleagues in other schools, information sharing with multi agency professionals, CPD opportunities, national and international liaison . . . are often conducted via online meetings. These forms of communication are necessary to ensure greater accessibility for all.

Safe use of the internet is practiced at all times and respect for confidentiality is a high priority. The practices stated within this policy are adhered to at all times.

Alfreton Nursery School

Online Safety Policy – Staff Agreement Form

This document covers use of school digital technologies, networks etc. both in school and out of school.

Access

- I will obtain the appropriate log on details and passwords from the ICT coordinator.
- I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access school ICT systems or resources

Appropriate Use

- I will only use the school's digital technology resources and systems for professional purposes or for personal uses deemed 'reasonable' by the Head and Governing Body
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the online safety coordinator or member of the SMT.

Professional Conduct

- I will not engage in any online activity that may compromise my professional responsibilities
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role
- I will never include children or former children as part of a non-professional social network or group
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
- I will not browse, download or send material that could be considered offensive to colleagues
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the ICT coordinator or SMT.

Personal Use

- I understand that I may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.
- I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or

other material that may have unsuitable content onto school computers, or onto the school network area.

- I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden.
- I will not use the school Internet facilities for personal access to public discussion groups or social networking sites

Email

- I will only use the approved, secure email system for any school business
- I will only use the approved school email, or other school approved communication systems with or parents/carers, and only communicate with them on appropriate school business.

Use of School equipment out of school

- I agree and accept that any computer or laptop loaned to me by the school, is provided mainly to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue and Customs.
- I will return school equipment to the School Business Manager if updates are required.
- I will not connect a computer, laptop or other device, to the network / Internet that does not have up-to-date anti-virus software
- I will not use USB drives whilst in school, unless approved by the Headteacher.

Teaching and Learning

- I will always actively supervise, or arrange for suitable supervision of children that I have directed or allowed to use the Internet
- I will embed the school's online safety curriculum into my teaching, using agreed resources and materials
- I will ensure I am aware of digital safeguarding issues so they are appropriately embedded in my classroom practice
- I will only use the Internet for professional purposes when children are present.

Photographs and Video

- I will not use personal digital cameras or camera phones for taking and transferring images of children, unless I have been explicitly authorized to do so by the Headteacher.
- I will never associate children's names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance)

Data protection

- I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or students working at the school.
- I will ensure that I follow school data security protocols when using any confidential data at any location other than school premises
- I will respect the privacy of other users' data, and will never enter the file areas of other staff without their express permission
- I understand that data protection policy requires that any information seen by me with regard to staff or children's information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

Copyright

- I will not publish or distribute work that is protected by copyright

User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety policies.

Signature Date

Full Name (printed)

Job title

School

11. Data Protection Policy

Our school is aware of the data protection law as it affects our use of the Internet, both in administration and teaching and learning.

We adhere to the LA Guidelines on Data protection.

Staff understand the legal and disciplinary implications of using the Internet at school for illegal purposes.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the Internet by members of the school community using the connection provided by the school.

12. Staff Laptop and ICT Equipment Loans

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this online safety Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of Alfreton Nursery School at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage.

Staff must sign the 'Staff Laptop and Computer Loans Agreement' before taking the equipment away from the school premises

Staff Laptop and ICT Equipment Loan Agreement

I have borrowed a school laptop to use out of school in agreement with both Head Teacher and the ICT coordinator.

Make:

Model:

Serial number:

It is understood that I will return the equipment to school if requested to do so by either the Head Teacher or the ICT Coordinator.

I undertake to take proper care of the equipment whilst in my possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. I agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, I will replace or arrange for the repair of the equipment at my own expense.

I will use the equipment in accordance with the schools Online Safety Policy and Staff Acceptable Use policy.

I agree to the above conditions:

(Signature) _____

(Print name) _____ Date:

Returned: _____ Date: