

# Rowland Hill Nursery School and Children's Centre

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## e-Safety Policy

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## **WHY DO WE NEED A POLICY ABOUT e-SAFETY?**

Keeping children safe is a core concern for everyone involved in education. The internet and technologies offer wonderful benefits for learners but there are also risks and schools without adequate systems in place may put children at risk.

## **WHAT DO WE WANT FROM OUR POLICY?**

A clear and easily understood set of rules allowing us to focus on making Rowland Hill an e-Safe learning environment and putting in place a curriculum to prepare children to be safe and responsible digital citizens.

## **HOW DO WE PUT THIS INTO PRACTICE?**

Our e-Safety Policy has been written by Rowland Hill, building on Haringey's e-safety Policy and government guidance. It has been agreed by the Leadership Team and approved by Governors.

The e-Safety Policy will be reviewed annually.

### **Teaching and learning**

- The purpose of Internet use in Rowland Hill is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the Nursery's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The Internet and related technology is an essential element in 21st century life for education, business and social interaction. The Nursery has a duty to provide children with quality Internet access as part of their learning experience.

### **Benefits of using the Internet and related technology in education include:**

- access to world-wide educational resources including museums and art galleries
- educational and cultural exchanges between pupils world-wide
- access to experts in many fields for pupils and staff
- professional development for staff through access to national developments, educational materials and effective curriculum practice
- collaboration with support services, professional associations and colleagues
- improved access to technical support including remote management of networks and automatic system updates
- exchange of curriculum and administration data with the DfES
- access to learning wherever and whenever convenient
- offers children immediate feedback on their own learning

### **The Internet enhancing learning**

- Internet access will be planned to enrich and extend learning activities. Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of the Internet.

### **Evaluating Internet content.**

- If staff discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider via the IT Support provider. They should also email the office manager detailing what action has been taken staff should ensure that the use of Internet derived materials by staff and by children complies with copyright law
- The evaluation of on-line materials is taken into consideration when planning
- The internet firewall details are: Cisco ASA5505
- A list of pre-planned, approved and age appropriate sites should be displayed in the ICT area. A screen capture for focus sites that week will be displayed. This list will be reviewed termly by team leaders. Children should be encouraged to talk to a grown up if they access something that is not displayed.

### **Managing Internet Access**

- The office manager will arrange who can have what access to the shared drives based on needs. No staff should communicate directly with Sympology without approval first being obtained.
- The security of the Nursery ICT systems will be reviewed regularly
- Virus protection will be installed and updated regularly by LGfL Security strategies will be the responsibility of the Office Manager in conjunction with out IT support provider.
- The IT Support provider will review system capacity regularly
- Unique log on and password details for the educational services are only be issued to members of staff and kept secure. A generic Nursery log in will be available for children to access approved educational sites

### **Use of Email**

- Staff and Parents must not reveal personal details of themselves or others in e-mail communication. School email is for professional use only.
- Whole-class or group e-mail addresses will be used by Key Workers for contact with parents or other educational contacts. At all times the emails and content should maintain high levels of professionalism and communication.
- When emailing data including generic information, staff are to ensure this information is deleted the same day.

### **Published Content - Website**

- The contact details on the Web site should be the Nursery address, e-mail and telephone number. Staff or pupils personal information will not be published
- The Headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate
- The Web site should comply with the Nursery's guidelines for publications including respect for intellectual property rights and copyright
- Photographs that include pupils will be selected carefully and where individual pupils can be clearly identified, parental permission will be obtained
- Pupils' full names will not be used anywhere on the Website, particularly in association with photographs

- Written permission from parents or carers will be obtained before photographs of pupils are published on the Web site.

### **Social networking and personal publishing**

- Rowland Hill utilises the LGfL filter service to blocking access to social networking sites.
- Staff are advised not to place personal photos on any social network space that will identify or reflect upon their professionalism. They should consider how public the information is and consider using private areas.
- Staff are not to discuss their working life on any social networking site or name Rowland Hill. They must not be associated on any sites with parents who use the school and centre.
- The Nursery will work in partnership with parents, LGfL, and DfES to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider by the Office Manager. The **screen** must be switched off immediately. The URL must be reported by staff to the Office Manager.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the Nursery believes is illegal must be referred to the office manager who will contact the Internet Watch Foundation.

### **Use of iPads**

The equipment:

- iPads are not to be taken off the premises without permission from the Office Manager... Any staff member taking the iPad off the premises with permission must have signed the device out in the Borrowed Equipment file.

Content:

- When video recording a lesson or observation, written permission will have been obtained from all participants. The reason for the recording must be given.
- iPad use should be supervised and all content appropriate for the pupils' age.
- Recorded material is to be stored securely on the network.
- All data, including photos, videos, Comicliffe documents and written observations should be transferred to the network within two weeks and removed from the iPad.

### **Use of memory sticks**

- No memory stick or other portable storage devices should be used without permission from the Office Manager.

### **Emerging technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in Nursery is allowed.

### **Mobile Phone Use**

- Mobile phones **MUST NOT** be used on the nursery premises by parents or visitors This includes making or receiving phone calls, texts, taking of pictures or sharing pictures with others.
- In an emergency situation the parent will be allowed to use the phone in the meeting room.
- Mobile phones may be used on the nursery premises by staff in the following area: At lunchtime in the staffroom. At all other times they are to be on silent and locked away in lockers or secured drawers as appropriate. Any exceptions to this will be at the Headteacher's discretion.
- This is expected to be **strictly** adhered to and all staff must be vigilant when speaking with parents about mobile phone use.
- The Nursery phone is kept in the main office and is loaned to outreach workers by the office manager, it is locked overnight.
- The Head teacher, Deputy Head, Early Intervention Co-ordinator, Training Co-ordinator, Site Manager and Office Manager are allowed to use their mobile phones in their offices to contact one another and for work purposes. They do not use their phones in any of the public areas.

### **Personal data**

- Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

### **Internet Access**

- The Nursery will keep a record of all staff granted Internet access. The record will be kept up-to-date when, for instance a member of staff leaves
- Access to the Internet will be by adult demonstration with independent access to specific, approved on-line materials. All reasonable attempts will be made to block inappropriate material.
- Children will have access to a group/class e-mail address that will be used with direct supervision. This may be used to email their family and share educational content including photos and videos.

### **Risk Assessment**

- Rowland Hill will take 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 computer. Rowland Hill cannot accept liability for the material accessed, or any consequences of Internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Headteacher will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

### **E-safety complaints**

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.

**Employees**

- All staff must accept the terms of the 'Acceptable Use Policy: Staff Agreement Form' statement.
- All staff will be given the e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff development in safe and responsible Internet use and on the e-Safety Policy will be provided as required.

**Parental Support**

- Parents' attention will be drawn to the E Safety Policy in newsletters and on the Rowland Hill Website.

**Evaluate and Review the Policy**

The policy will be displayed in the foyer, visible to parents/carers. Governors will have a copy of the policy. Staff will be given the policy in their induction to the centre. Temporary staff will be made aware of relevant sections before beginning their assignment.

**Ratification**

This Policy was reviewed in .....

This policy was ratified by Governors in: (Name of Governor meeting)

.....

Date:.....

Signed by chair of Governors or Governor Representative:

Print Name: .....

Signed:.....

Date:.....

