



## Dorking Nursery School and Children's Centre

### E-SAFETY POLICY

#### **AIMS**

- To ensure all staff adopt safe practices in the use of the Internet and in the teaching of Internet use to children.
- To begin to educate children to be responsible and informed technology users.
- To ensure that e-safety is an integral part of our commitment to safeguarding children and relates to other policies.

#### **SECURITY**

- The Internet access is provided by Surrey County Council and includes filtering appropriate to the age of the pupils.
- The ICT systems within the Centre are configured in order to restrict access to those who require it.
- The Local Authority provides the tools for the Centre ICT system security e.g. virus protection and forced password changes.

#### **INTERNET USE - CHILDREN**

- The Internet is a useful and necessary tool for both staff and children. The Centres would provide Internet access in order to enhance the learning experience.
- Children will not be allowed on the Internet without a member of staff supervising and only have access to approved websites.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the Headteacher immediately.
- Pupils' full names will be avoided on any website or learning platform - see confidentiality policy about use of children's photographs on the Internet.
- Staff will ensure that the filtering methods selected are appropriate, effective and reasonable and report any problems or concerns to the Headteacher.
- The security systems are such that inappropriate sites are unavailable.

## **CODE OF CONDUCT FOR INTERNET USE - STAFF**

- All staff are required to read and understand the e-Safety Policy, and adhere to it at all times.
- It is a criminal offence to use a school ICT system for a purpose not permitted by the Centre.
- Any complaint of staff misuse of the Internet must be referred to the Headteacher.
- The Centre information systems, Internet and email may not be used for private purposes without specific permission from the Headteacher.
- Use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- No member of staff should install any software or hardware without permission.
- Copyright and intellectual property rights should be respected at all times.
- Should any staff receive inappropriate material from a third party via email, this should be reported to the Headteacher immediately.
- The use of tablets and other software materials will be monitored by the SLT on a regular basis.

Staff need to be aware in their private life that contents on social networking websites may be detrimental to their professional image.

**Approved by the Governing Body: January 2017**

**To be reviewed by: January 2018**

Relevant for:-

<b>Centre: Yes</b>	<b>Nursery: Yes</b>	<b>Parents: Yes</b>
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