



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 - 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.
- Memory sticks and other portable devices are not be used by staff as they will contain data regarding children and families. All documents should be stored on the secure network only.
- 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:-

Centre: Yes	Nursery: Yes	Parents: Yes
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