



## Goodway Nursery School

# Internet Safety Policy

**Date policy adopted:**

**Signed:**  
**Chair of Governing Body**

### Our school values

**Respect** - respecting children's rights, treating each other with dignity and valuing each person's individual identity

**Security** - creating an environment where children feel safe, both emotionally and physically, building their resilience through secure attachments

**Relationships** - encouraging kindness and developing relationships where children and families are listened to and feel valued

**Inclusion** - creating an enabling environment where children and families feel a sense of belonging and ensuring equality of opportunity for everyone

**Learning** - reflecting on our practice together, co-constructing learning with children and extending their learning by providing experiences that provoke curiosity and exploration

**Empowerment** - encouraging children to become confident and independent, equipping them to participate in decision making, resolve conflict and make positive choices

### We are a Unicef Rights Respecting School

**This policy links to the UN Convention on the Rights of the child:**

**Article 2: Non-discrimination** *The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.*

**Article 3: The best interests of the child** *The best interests of the child must be a top priority in all things that affect children.*

**Article 8: Protection and preservation of identity** *Every child has the right to an identity. Governments must respect and protect that right, and prevent the child's name, nationality or family relationships from being changed unlawfully.*

**Article 12: Respect for the views of the child** *Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.*

**Article 13: Freedom of expression** *Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.*

**Article 19: Protection from violence, abuse and neglect** *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.*

**Article 28: Right to education** *Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.*

**Article 31: Leisure, play and culture** *Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.*

We are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

Goodway Nursery School is committed to the principles of Internet safety and ensuring children are safeguarded both using our services and in the home.

New technologies have become integral to the lives of children and young people in today's society, both within nursery school and in their lives outside and at home.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning.

The use of these exciting and innovative tools in settings and at home has been shown to raise educational standards and promote learning. However, the use of these new technologies can put children at risk.

Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyberbullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the child.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision and parental guidance to build children's resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

Goodway Nursery School is aware of the potential for serious child protection issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

**The Head Teacher and DSL will:**

- take day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the e-safety policy
- ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- provide advice for staff
- liaise with the Local Authority
- liaise with ICT technical staff
- provide and coordinate e-safety advice / guidance / training as required to individuals and groups in the community

- Inform the Designated Safeguarding Lead of any disclosures or incidents which may occur and require investigation.
- Ensure that appropriate monitoring and filtering software is in place.

#### **Staff will:**

- have an up to date awareness of internet safety matters and of the current school e-safety policy and practices
- have read, understood and signed the Safeguarding policy
- be aware of internet safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current policies with regard to these devices
- ensure that any device with image production and sharing capacity is stored securely in the staff lockers provided.
- use the school enquire@ email address to communicate with parents, rather than their school personal email address.

#### **Use of digital and video images - Photographic, Video**

The development of digital imaging technologies has created significant benefits to learning. However, staff and children need to be aware of the risks associated with sharing images and with posting digital images on the internet.

- Staff will take digital / video images to support educational aims, but must follow policies concerning the sharing, distribution and publication of those images.
- Care should be taken when taking digital / video images that children are appropriately dressed.
- Photographs published on the website or elsewhere that include children will be selected carefully and will comply with good practice guidance on the use of such images.
- Children's full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of children are published on the school website, on school social media or Tapestry on-line observation system

#### **Professional Development**

- All new staff, students and volunteers should receive e-safety information as part of their induction programme, ensuring that they fully understand the E-safety and Safeguarding Policies
- The Head Teacher will provide advice / guidance / training as required to individuals as required

#### **Unsuitable / inappropriate activities**

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and is banned from the school and all other ICT systems. Other activities eg Cyber-bullying is banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

Goodway Nursery School policy restricts certain internet usage as follows:

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Pornography
- promotion of any kind of discrimination
- promotion of racial or religious hatred

- threatening behaviour, including promotion of physical violence or mental harm
- any other information which may be offensive to colleagues or breaches the integrity of the ethos of Goodway Nursery School or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Creating or propagating computer viruses or other harmful files
- On-line gambling

### **Incidents**

Any incidents will be dealt with as soon as possible by the Head Teacher in a proportionate manner, and relevant members of the School Governing Body will be made aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through the school's behaviour / disciplinary procedures.

Any safeguarding issues arising will be recorded on My Concern and the DSL informed.

### **Social Networking (Personal Use)**

Staff members must not identify themselves as employees of Goodway Nursery School in their personal webspace. This is to prevent information on these sites from being linked with the school and the Local Authority and to safeguard the privacy of staff members, particularly those involved in providing sensitive frontline services.

Staff members must not have contact through any personal social medium with any parents.

Any information staff members obtain in the course of their employment must not be used for personal gain nor be passed on to others who may use it in such a way.

On leaving Goodway Nursery School service, staff members must not contact parents by means of personal social media sites.

Information staff members have access to as part of their employment, including personal information about children and their family members, colleagues, Local Authority staff and other parties must not be discussed on their personal webspace.

Photographs, videos or any other types of image of children and their families or images depicting staff members wearing Goodway Nursery School clothing must not be published on personal webspace.

Goodway Nursery School email addresses and other official contact details must not be used for setting up personal social media accounts or to communicate through such media.

Caution is advised when inviting work colleagues to be 'friends' in personal social networking sites. Social networking sites blur the line between work and personal lives and it may be difficult to maintain professional relationships or it might be just too embarrassing if too much personal information is known in the work place.

Staff members are strongly advised to ensure that they set the privacy levels of their personal sites as strictly as they can and to opt out of public listings on social networking sites to protect their own privacy. Staff members should keep their passwords confidential, change them often and be careful about what is posted online; it is not safe to reveal home addresses, telephone numbers and other personal information. It is a good idea to use a separate email address just for social networking so that any other contact details are not given away.

## **Using Social media on behalf of Goodway Nursery School**

Staff members must not disclose information, make commitments or engage in activities on behalf of Goodway Nursery School without authorisation.

Information provided must be worthwhile and accurate; remember what is published on the site will reflect on Goodway Nursery School's image, reputation and services.

Stay within the law and be aware that child protection, privacy, data protection, libel, defamation, harassment and copyright law may apply to the content of social media.

Staff members must respect their audience and be sensitive in the tone of language used and when discussing topics that others may find controversial or objectionable.

Permission must be sought from the relevant people before citing or referencing their work or referencing service providers, partners or other agencies.

Staff members must never give out their personal information such as home contact details or home email addresses on these sites.

Personal opinions should not be expressed on official sites.

Careful consideration must be given to the level of engagement of contributors – for example whether users will be able to add their own text or comments or upload images.

Behaviour likely to cause extreme offence, for example racist or homophobic insults, or likely to put a young person or adult at risk of harm must never be tolerated. Such comments must never be posted or removed immediately and appropriate authorities, for example the Police or Child Exploitation and Online Protection Centre (CEOP), informed in the case of illegal content or behaviour.

Individuals wishing to be 'friends' on a site must be checked carefully before they are approved. Their comments must be reviewed regularly and any that do not comply with the House Rules must not be posted or removed. Any proposal to use social media to advertise for contributors to sites must be approved by Goodway Nursery School

## **Parents & carers' use of Social Media**

Parents/carers are required to sign a consent form to agree not to post any content from their own child's learning journey on any social networking site e.g. Facebook. (See consent forms Appendices 2 and 3)

## **APPENDIX ONE**

### **Information for Parents**

Ofcom research has shown that 91% of 5-15 year olds live in a household with internet access and over a third of all 3-4 year olds are now accessing the internet in their homes. We know that children need support in these environments, to get the best out of using the internet, and there are real advantages in making sure that children are supported in their internet use right from the start.

Children can be enthusiastic users of technology. The challenge can be to harness this enthusiasm and ensure a balance, so that the use of technology does not negatively impact on other important areas of young children's lives.

Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyberbullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the child.

There are some strategies that can be used to help manage the time online issue, such as agreeing time limits or using time limiting tools, designating weekly times to use the internet together.

### **Where to start?**

The best way to keep your family safe online, and to understand your children's internet use, is to use the internet together. Active engagement and conversations with your children are key. Be positive and embrace the technologies that young children enjoy and look for family activities or games. Take time to explore the games and services that your children are using, or want to use, and look out for any safety features that may be available. This will give you a better understanding of the different ways that children are engaging with technology and help you to feel more confident.

### **Should I set any rules?**

In the same way that you set rules for most areas of your children's lives, establish your expectations regarding online activities. Creating a family agreement is a useful step, which might include time spent online, sites that can be visited, and behaviour expected; remember, what's right and wrong offline is also right and wrong online. It's a great idea to agree these rules from the outset, so that you and your children are aware of their boundaries.

### **How can I supervise my child?**

Placing your computer or laptop in a busy part of the house e.g. the living room or kitchen can be helpful. This can make it easier for you to be involved in their technology use. But remember, the internet can be accessed from a number of portable devices, for example smartphones, iPod Touch, games consoles and tablets. Portable devices may allow you to

ensure your children are using them where you can see them and your children can still be supervised.

### **Tools to help**

There are free parental controls and filters available, to help you set safer boundaries for your children, but you will usually be required to set them up. Your internet service provider will provide free filters to help block age inappropriate content for children, and on the UK Safer Internet Centre website you can watch video tutorials that show you how to find and set these up. All mobile phone operators also provide such parental controls for free. The websites of device manufacturers (such as games consoles) should also outline the controls to which you have access.

Filtering options can be found within websites and services themselves, for example on YouTube or 'safe search' settings can be applied to search engines such as Google or Bing. There are even some search services designed for children (such as Yahoo! Kids). Parental controls can be password protected, so it's advisable to choose a strong password and not share it. Parental controls and filters are a good starting point but it is important to recognise that they are not 100% effective. They are a great help, but not a solution, and work best in combination with parental supervision and engagement, to help your children understand how to stay safe online. As children grow and develop, so do their online needs, therefore you may want to periodically review your parental controls to accommodate this.

### **Top Tips!**

- **Talk to your child about what they're up to online.** Be a part of their online life; involve the whole family and show an interest. Find out what sites they visit and what they love about them, if they know you understand they are more likely to come to you if they have any problems.
- **Encourage your child to go online and explore!** There is a wealth of age-appropriate sites online for your children. Encourage them to use sites which are fun, educational and that will help them to develop online skills.
- **Keep up-to-date with your child's development online.** Children grow up fast and they will be growing in confidence and learning new skills daily. It's important that as your child learns more, so do you.
- **Set boundaries in the online world just as you would in the real world.** Think about what they might see, what they share, who they talk to and how long they spend online. It is important to discuss boundaries at a young age to develop the tools and skills children need to enjoy their time online.
- **Keep all equipment that connects to the internet in a family space.** For children of this age, it is important to keep internet use in family areas so you can see the sites your child is using and be there for them if they stumble across something they don't want to see.
- **Know what connects to the internet and how.** Nowadays even the TV connects to the internet. Make sure you're aware of which devices that your child uses connect to the internet, such as their phone or games console. Also, find out how they are accessing the internet – is it your connection, or a neighbour's wifi? This will affect whether the safety setting you set are being applied.
- **Use parental controls on devices that link to the internet, such as the TV, laptops, computers, games consoles and mobile phones.** Parental controls are not just about locking and blocking, they are a tool to help you set appropriate boundaries as your child grows and develops. They are not the answer to your child's online safety, but they are a good start and they are not as difficult to install as you might think. Service providers are working hard to make them simple, effective and user friendly.

### **Top Tips! Encourage your child to:**

- **Always ask a grown up** before you use the internet. They can help you find the best thing to do.
- **Don't tell strangers** where you live, your phone number or where you go to school. Only your friends and family need to know that.
- **Don't send pictures** to people you don't know. You don't want strangers looking at photos of you, your friends or your family.
- **Tell a grown up** if you feel scared or unhappy about anything.

### **Useful websites**

[www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.protectingourchildren.co.uk/](http://www.protectingourchildren.co.uk/)

[www.bbc.co.uk/cbbc/topics/stay-safe](http://www.bbc.co.uk/cbbc/topics/stay-safe)

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)



**APPENDIX TWO**

**Tapestry Online Learning Journal**

Tapestry is an online learning journal. This system is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques.

Using iPads we can record each child's learning and development and share this with parents and relatives. Each observation will be linked into your child's personal profile. These observations can include notes, photographs and EYFS assessments, characteristics of learning and videos. They can be enhanced by comments from other staff and parents, and each page appears in a pleasing and coherent way.

You will be able to view the complete set of observations as a learning journey, flipping through your child's observation pages, in time-order, or filtering in flexible ways to access your favourite records. Each child's journey can have individual accounts set up for parents and relatives to access. Parents can comment on new entries and even add their own. You will receive automatic emails generated when new entries are made.

These records will help us make assessments of your children to ensure progress in their learning and development.

When your child is ready to leave, we will convert the learning journal to PDF and will give this to parents as CD or print hardcopies as appropriate.

Please complete the consent form attached providing your email address so that we can set up your account and send out your login details shortly.

.....

**Tapestry online learning journal agreement form**

I give permission for Goodway Nursery School to create an online Tapestry Learning Journey .

The e-mail address I would like to link with the account so I have access to my child's Learning journey is

..... (provide your e-mail address).

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent I will:

- Not publish any of my child's observations, photographs or videos on any social media site
- Understand that my child's image may be used in another child's profile if they are engaged in the same activity
- This image will not be shared by the other parent (please see above point)
- Keep the login details within my trusted family
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey

I agree to the guidelines:

Print name:

Name of child: .....

Signature:.....Date:.....