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## **School e-Safety Policy**

This policy has been written by the school, building on Children and Young Peoples' Directorate and Government guidance. It has been agreed by the senior management team and approved by governors.

The e-Safety Policy will be reviewed annually. The headteacher is the designated e-Safety coordinator.

The main use of the internet in a nursery school is by staff. The majority of children are under 5 however some older students, e.g. work experience, children attending Family Learning with parents, may use the school computer systems.

### **Why is Internet Use Important?**

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

Pupils use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

### **How does Internet Use Benefit Education?**

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- 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 across support services and professional associations;
- improved access to technical support including remote management of
- networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DfE; access to learning wherever and whenever convenient.

### **How can Internet Use Enhance Learning?**

With specific regard to the age and maturity of the pupils and users:

- The school Internet access will have appropriate filtering.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.

- Staff will guide pupils in on-line activities that will support planned learning outcomes.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

### **Authorised Internet Access**

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a consent form for pupil access.

### **World Wide Web**

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the e-safety coordinator or network manager.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

### **Email**

- Pupils will not have access to email in school.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

### **Social Networking**

- The school will block/filter access to social networking sites and newsgroups unless a specific use is approved.

### **Filtering**

The school will work in partnership with the Local Authority, Becta and the Internet Service Provider to ensure filtering systems are as effective as possible.

### **Video Conferencing**

- The pupils will not participate in video conferencing.

### **Managing Emerging Technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages or emails is forbidden.
- Staff will be issued with a school phone where contact with pupils is required.

### **Published Content and the School Web Site**

- The contact details on the Web site should be the school 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.

### **Publishing Pupils' Images and Work**

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Work can only be published with the permission of the pupil and parents.
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.

### **Information System Security**

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

### **Protecting Personal Data**

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

### **Assessing Risks**

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Sheffield City Council can accept liability for the material accessed, or any consequences of Internet access.
- The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

### **Handling 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.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

### **Communication of Policy**

#### **Pupils**

- Rules for Internet access will be posted in all networked rooms.
- All users will be informed that Internet use will be monitored.

#### **Staff**

- All staff will be given the School 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.

#### **Parents**

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.