

Martenscroft Nursery School and Children's Centre

E-Safety Policy

Information Communication Technology (ICT), including the use of computers and the internet, has become an important part of learning in our school and centre. Here at Martenscroft, we recognise that these technologies play an increasingly important role in our society today.

There are many benefits for young children learning via new technologies and the internet. The internet can be a useful source of information, helping staff to research a topic in response to children's interests. It offers access to a vast range of resources, many of which can be downloaded free of charge. For example, staff can download samples of music from other cultures, pictures and video clips to support and enhance children's learning. The internet also offers a wide variety of educational games at various levels, to allow for differentiation. These can offer new ways to stimulate children's interest and to motivate them towards learning.

However, access to these technologies and the internet carries with it responsibilities and risks. For example, the internet contains vast amounts of information on virtually every subject imaginable. Not all the information on the internet may be suitable for young learners. Some of the content may be unreliable or misleading.

Children must therefore be safeguarded from accessing inappropriate sites and materials and helped to become discriminating in the information which they access. It is our aim therefore to provide an age-related, comprehensive curriculum for e-safety which enables pupils to become safe and responsible users of new technologies.

This policy outlines strategies which are designed to promote safe use of the internet and new technologies by the young children at Martenscroft, thereby reducing the potential risks, whilst at the same time allowing them to access a whole range of positive learning experiences.

Strategies employed to promote e-safety:

Permission will be obtained from parents before using the internet with their child.

Staff will ensure that they supervise the children's use of the internet.

Access to the internet will only be accessed by staff logging into school accounts to access the network. Children will not log in and log out themselves.

Staff will check the content of websites before using them with young children.

Any breaches of security should be reported immediately to a Senior Manager.

Children will not have direct access to e-mail within Martenscroft. (On occasion, it may be desirable to communicate by e-mail, for example to share news with children in another early years setting. This may be carried out as a joint learning experience involving children and a member of staff, via the staff member's e-mail account.)

Training and Development

Staff will be offered structured training packages in order to ensure that they both fully understand their responsibilities in relation to e-safety procedures and how to teach children to adopt safe and responsible practices when using new technologies.

Partnership Working

We recognise that children have a great deal of access to new technologies beyond the school and centre. It is therefore important that we work in partnership with parents and carers to ensure that there is a shared understanding and responsibility for e-safety.

Staff's Personal Responsibilities

It is also important that staff ensure that they are providing good role models to the children in our care by using the internet and other technologies appropriately and within City Council and school/centre guidelines.

1. Staff must only use ICT systems within the school/centre, including the internet, email, digital video etc. for school/centre purposes. School computers used by staff at home or within the centre must not be modified or used for personal use.
2. If staff bring digitally stored information into the school/centre on disk, on a pen drive or by any other means, staff must check the suitability of the information before it is played on the school computers.
3. If staff discover unsuitable sites, the URL (address) and content must be reported to a senior manager.
4. Staff should ensure that the use of Internet derived materials complies with copyright law.
5. Staff may only use approved e-mail accounts on the school system.
6. E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on centre headed paper.
7. The use of social networking sites is strictly prohibited within the school/centre and staff should also use discretion when using them personally out of the school/centre. Through communication in this manner, no reference should be made to matters related to the school/centre, individuals employed by the school/centre or members of the school and centre community, including parents/carers.

Acceptable Use Agreement

All staff and community users will be required to sign an Acceptable Use Agreement before being allowed access to electronic technologies within the school/centre.

This policy and the processes and procedures we use to keep children safe whilst using existing and new technologies will be systematically reviewed. Above all our aim is to develop e-safety procedures, including training, to ensure that they have a positive impact on children's knowledge and understanding.

Policy was reviewed by the Governing Body in September 2017 to be renewed in September 2019