



# The Mead Infant and Nursery School

## E-safety Policy

School name: The Mead Infant and Nursery School

Status & review cycle: Reviewed Annually

Next review date: Spring 2 2027

## The Mead Infant and Nursery School E-Safety Policy

### **“Proud to Belong”**

E-safety is part of the school’s safeguarding responsibilities. This policy relates to other policies including those for behaviour, safeguarding, anti-bullying, Code of Conduct, ICT and Communications policy.

### **Using this policy**

Our e-safety policy has been written by the school, building on best practice and Government guidance.

It has been agreed by senior management and is reviewed annually.

The school’s e-safety co-ordinator is Heidi Wijsbroek

The e-safety policy covers the use of all technology which can access the school network and the internet, or which facilitates electronic communication from school to beyond the bounds of the school site. This includes but is not limited to workstations, laptops, mobile phones and tablets. The e-safety policy recognises that there are differences between the use of technology as a private individual and as a member of staff / pupil.

### **1. Introduction**

In line with current expectations the school has a computer system which gives the children access to the Internet.

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

The Mead Infant and Nursery School believes that the best recipe for success and safe use of the internet lies in a combination of site filtering, monitoring and supervision, fostering a responsible attitude in our pupils and working in partnership with parents

### **2. Teaching and Learning: Using the Internet for education**

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils

The benefits include:

- access to a wide variety of educational resources including books, art galleries, museums, and a range of enhanced learning sites.
- rapid and cost-effective world-wide communication.
- gaining an understanding of people and cultures around the globe.
- staff professional development through access to new curriculum materials, experts' knowledge and practice.
- exchange of curriculum and administration data with BET/LA/DFE.

The Mead Infant and Nursery School uses Purple Mash 2BeSafe, an age-appropriate e-safety curriculum that teaches pupils how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others' safety.

The school intends to teach pupils about the vast information and resources available on the Internet, using it as a planned part of some lessons. Staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught. The Computing subject lead will assist in the dissemination of this information. The school will seek to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

Pupils will be restricted to sites which have been reviewed and selected for content. They may be given tasks to perform using specific web sites. They will be taught what internet use is acceptable and is not and be given clear objectives for internet use.

Pupils will always be supervised and directed when using the internet and be educated in the effective use of internet research including how to evaluate internet content.

Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Pupils will be taught how to report inappropriate Internet content.

### **3. Managing access and security**

The trust will provide managed Internet access to its staff and pupils in order to help pupils to learn how to assess and manage risk, to gain the knowledge and understanding to keep themselves safe when using the internet and to bridge the gap between school IT systems and the more open systems outside school.

- The trust and school will use a recognised internet service provider (Light Speed) or regional broadband consortium.
- The trust and school will ensure that all internet access has age-appropriate filtering

provided by a recognised filtering system which is regularly checked to ensure that it is working, effective and reasonable. The school will ensure that its networks have virus and anti-spam protection.

- Access to school networks will be controlled by personal passwords.
- Systems are in place to ensure that internet use can be monitored, and a log of any incidents will be kept to help to identify patterns of behaviour and to inform e-safety policy.
- The security of school IT systems will be reviewed regularly.
- The school will ensure that access to the Internet via school equipment for anyone not employed by the school is filtered and monitored.

#### **4. Pupil use of the Internet**

- At The Mead Infant and Nursery School, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally they are expected to report it immediately member of staff, so that the Service Provider can block further access to the site.
- Pupils must ask permission before accessing the Internet and before printing anything material which they have found.
- Computers and tablets should only be used for schoolwork unless permission has been granted otherwise.
- Access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- Complaints of internet misuse will be dealt according to the school behaviour policy. Complaints of a safeguarding nature must be dealt with in accordance with school safeguarding procedures. Pupils and parents will be informed of consequences and sanctions for pupil's misusing the internet and this will be in line with the school's behaviour policy.
- Children will be informed that network and Internet use will be monitored.

#### **5. Social networking and personal publishing**

- Social networking sites and newsgroups will be blocked unless a specific use is approved.
- Pupils are taught never to give out personal details on any kind which may identify them or their location. Examples would include real name, address, phone numbers, school, e-mail address, names of friends, specific interests and clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for Infant aged pupils.

## **6. Staff use of the Internet**

It is important that teachers and support staff are confident enough to use the Internet in their work. The School E-Safety Policy will only be effective if all staff subscribe to its values and methods. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies.

Staff should also refer to the BET staff code of conduct and ICT and Communications Policies.

Abuse of the Internet or email by any Mead employee is a serious matter that could result in disciplinary procedures. Email sent via the Mead proxy server is monitored for inappropriate content and attachments. If staff have doubts as to the legitimacy of any aspect of their Internet use in school, they should discuss this with their line manager to avoid any possible misunderstanding.

All staff should receive appropriate awareness raising and training annually. Internet use should be included in the induction of new staff.

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

## **7. Home usage and parental support**

Internet use in pupils' homes continues to increase rapidly and many pupils have unrestricted access to the Internet at home. The school aims to help parents plan appropriate, supervised use of the Internet by helping them to understand more about E-Safety themselves through ICT workshops for parents and regular information sent home. Details of sites offering support and guidance on home Internet use are available on the school website. The school ask all new parents to sign the parent /pupil agreement when they register their child with the school.

## **8. How will ICT system security be maintained?**

The school ICT systems will be reviewed regularly with regard to security. Strategies will be discussed with the school's IT provider BET, particularly where relating to the wireless network, firewall configurations and anti-virus software.

- All users must act reasonably. Loading non-approved software could cause major problems. Good password practice is required including logout after use
- Cabling should be secure and wireless LANs safe from interception
- Servers must be located securely and physical access restricted
- The server operating system must be secured to a high level

- Virus protection for the whole network must be installed and current (this must include arrangements for teacher laptops to be periodically updated)
- The network manager will ensure that the system has the capacity to take increased traffic caused by Internet use
- If staff or pupils come across unsuitable on-line materials, the site must be reported to a DSL and Headteacher
- The Headteacher will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable

## 9. School website

- A website can celebrate good work, promote the school and link to other good sites of interest
- The point of contact on the Website should be the school address, school email and telephone number. Staff or pupils' home information will not be published
- Written permission will be obtained from parents or carers before photographs or names of pupils are published on the school website or any school run social media as set out in Surrey Safeguarding Children Board Guidance on using images of children
- Pupils' full names will not be used anywhere on the website, and particularly not associated with photographs
- Parents or carers will have the opportunity to opt out of publication of photographs of their children on the school website at the point of enrolment
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories
- The copyright of all material must be held by the school or be attributed to the owner where permission to reproduce has been obtained
- Work displayed will be of the highest quality and reflect the status of the school

## 10. Email use in school

**Staff should also read the school's email guidance document which is also shared with parents.**

- Pupils and staff may only use approved e-mail accounts on the school system.
- Only school approved email accounts on Purple Mash or Teams should be used for email by pupils. This will only occur under direct supervision by an adult and as part of a directed task
- Pupils must not reveal personal details of themselves or others in e-mail communication or arrange to meet anyone without specific permission.
- Incoming e-mails should be treated as suspicious, and attachments not opened unless the author is known
- Staff to pupil email communication must only take place via Purple Mash or Teams and will be monitored
- Emails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school-headed paper

forwarding of chain messages is banned. In the school context, email should not be considered private, and the school reserves the right to monitor email

## **11. Mobile Phone and Handheld Device use in School**

- Mobile phones and personally owned mobile devices brought into school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of any phone or handheld device brought into school
- Mobile phones and personally owned devices will not be used in any way during lessons or formal school time and should be always switched off or silent. Bluetooth communication should be 'hidden' or switched off
- If a staff member is expecting a personal call which is urgent and needs to be answered, they must seek specific permissions to do this if it is at other than their break/lunch times or after school
- Staff use of mobile phones during the school day will normally be limited to break times/ lunch break and after school
- The school reserves the right to search the content of any mobile or handheld device on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence, or bullying
- All visitors to School are requested to keep their phones on silent.
- Staff should not use personally owned devices, such as mobile phones or cameras, to take photos or videos of pupils and will only use work provided equipment for this purpose
- If a member of staff breaches the school policy, then disciplinary action may be taken.
- Where staff members are required to use a mobile phone for school duties such as contacting pupils' parents, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes
- No pupil is allowed to bring his or her mobile phone or personally owned device into school. Any device brought into school will be confiscated

## **12. E-safety incidents**

- Should any pupils encounter any offensive materials online accidentally they are expected to report it to a member of staff immediately, so that the Service Provider can block further access to the site
- The members of staff should report this to a DSL and record the incident on the school's safeguarding system, CPOMS. Relevant parents will be informed
- The Head teacher (DSL) and DDSLs will follow the safeguarding policy procedures to determine next steps in supporting the child involved in the incident. The DSL and DDSLs are conversant with these and the processes for referral
- Should any pupils encounter any cyber bullying by other pupils in the school, this should be recorded on CPOMS by the staff member to which the information was disclosed, in line with our Anti-Bullying Policy and safeguarding policy and procedures
- The head teacher/deputy head teacher will interview all concerned and will add further action to CPOMS
- Class relevant staff will be kept informed

- Parents will be kept informed
- Appropriate disciplinary action will be taken where necessary
- Any e-safety incidents related to staff, volunteers or visitors must be reported to the Headteacher. The Head teacher will follow the procedures in dealing with allegations or concerns regarding staff as set out in the safeguarding policy. Should the allegation be regarding the headteacher the concern will be raised with the Chair of Governors
- E-safety incidents will be monitored and reviewed regularly to ascertain whether any changes need to be made, e.g. to the school's e-safety policies, anti-bullying policies, training, curriculum content