

# **Willow Nursery School**

## **Online Safety Policy**

### **Introduction**

This policy applies to all members of Willow Nursery School. This includes staff, students, pupils, volunteers and parents/carers. Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Everyone should have an entitlement to safe internet access at all times.

### **Roles and Responsibilities**

**Headteacher, Deputy Headteacher and Co-ordinator for Understanding the World (technology) will:**

- ensure the online safety of members of the school community.
- Take day to day responsibility for online safety issues and have a leading role in establishing and reviewing the school online safety policies/documents
- ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provide training and advice for staff
- liaise with the Local Authority
- liaise with school technical staff
- receive reports of online safety incidents and create a log of incidents to inform future online safety developments
- ensure that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- Ensure that the school meets required online safety technical requirements
- Ensure that users may only access the networks and devices through a properly enforced password protection policy
- Ensure that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- Ensure that the use of the network/internet is regularly monitored in order that any misuse or attempted misuse can be reported to the Headteacher for investigation
- Ensure that monitoring software/systems are implemented and updated as agreed in school policies

**Teaching and Support Staff are responsible for ensuring that:**

- they have an up to date awareness of online safety matters and of the current school Online Safety Policy and practices
- they have read, understood and signed the Staff Acceptable Use Agreement
- they report any suspected misuse or problem to the Headteacher for
- all digital communications with children/parents/carers should be on a professional level
- online safety issues are embedded in all aspects of the curriculum and other activities

- students understand and follow the Online Safety Policy and acceptable use policies

## **Parents/Carers**

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet in an appropriate way. The school will take every opportunity to help parents understand these issues through newsletters, letters, website and information about national/local online safety campaigns/ literature.

Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events (see social networking policy)

## **The Curriculum**

The education of pupils in online safety is an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience. Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum.

## **Staff training**

It is essential that staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- Bi-annual online safety training will be delivered to staff as part of safeguarding training. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the schools Online Safety Policy and Acceptable Use Agreements.

## **Use of the Internet**

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. 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 systems. Internet access is an entitlement for students who show a responsible and mature approach to its use.

Internet access in the school is provided via a broadband link through an education specific provider E2BN. Filtering appropriate to the age of the pupils and appropriate virus protection is installed. Internet use is monitored and Wi-Fi access to the school's broadband service is protected by password.

The school will take all reasonable precautions to ensure that pupils only access appropriate material. However, due to the nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school device.

As part of the curriculum, pupils will be made aware of the guidelines for the acceptable use of the internet and what is not acceptable. Internet based activities will be planned to enrich learning and as a tool for finding information and resources.

The school will ensure that the use of internet materials by staff and pupils complies with copyright law.

### **Use of digital and video images**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital images on the internet. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images.

Written permission from parents or carers will be obtained before photographs of children are published on the school website or the local press. Parents/carers are welcome to take videos and digital images of their children at school events for their own personal use but we ask that they are not used on social media (see social media policy).

Staff are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.

Care should be taken when taking digital/video images that children are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Photographs published on the website will not include children. Pupils' full names will not be used anywhere on a website.

### **Social Media and mobile phones**

Children are not permitted to have mobile phones with them in school and the use of social media is not permitted by children in school.

The use of mobile phones is not permitted when children are on site except in offices or the staff room. Mobile phones should be stored in lockers for the duration of the school day.

For more information, see social media policy

**Reviewed: Spring 2025**

**Next Review: Spring 2027**