



E-SAFETY POLICY

INTRODUCTION

The welfare of your child is paramount to us. It is our duty to protect all children within our care, complying with all relevant legislation. This policy is the implementation of our Safeguarding policy in relation to electronic communications of all types.

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and Derby Montessori School can play a vital part in starting this process. In line with our other policies that protect children from other dangers, there is a requirement to provide children with as safe an internet environment as possible and a need to begin to teach children to be aware of and respond responsibly to possible risks. Significant educational benefits should result from Internet use including access to information from around the world. Internet use will be carefully planned and targeted within a regulated and managed environment.

The appointed E-safety Co-ordinator is: Mr Robert Methuen-Jones
This policy is reviewed annually.

Procedures

We have a duty to ensure that children in our setting are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

Nursery Internet access will be tailored expressly for educational use and will include appropriate filtering. Staff will guide children in online activities that will support their learning journeys. The E-safety Co-ordinator will ensure that the appropriate filters are applied to the PC & Laptop within the classrooms. No child is allowed unsupervised access to the internet. There are different logon passwords for children and adults within the setting.

The Staff in each room are responsible for:

- Previewing websites or internet materials in advance (as part of the planning process) to ensure the appropriateness of the site for the children.
- monitoring the websites being used by the children during Nursery sessions
- ensuring that material accessed by children is appropriate
- ensuring that the use of any Internet derived materials by staff or by children complies with copyright law

- ensuring that the E-safety Co-ordinator is informed immediately if staff or children discover unsuitable sites have been accessed on the Nursery PC or Laptop, so that the filters can be reviewed

The Internet is also used in the setting to support the professional work of staff, to allow effective planning and source resources. Staff may use the staff logon after nursery sessions for this purpose. Staff must ensure they logout immediately after they have finished. Unsuitable sites must NOT be accessed by members of Staff. A breach of this policy will be considered to be gross misconduct by staff and will be dealt with accordingly.

Derby Montessori School Website

The point of contact on the school website (www.derbymontessori.co.uk) is the school address, phone number and the office email (school.office@derbymontessori.co.uk). Staff or children's home information will not be published.

Website photographs that include children will be selected carefully and children's names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers for featuring their child on the website is requested for each individual photograph used. Permission slips are kept in the child's individual file in the office.

Managing e-mail

Children will not have access to e-mail.

Each member of staff has a school email address that may be re-directed to a personal email address. Such addresses will not be used for personal e-mail or social networking.

Facebook

Although Derby Montessori School has a facebook page, this is used for information for parents only. On-line chat rooms and social networking sites such as Facebook or Twitter will not be used at the setting. Staff will not discuss individual children or the setting on facebook, twitter or any other social networking site, and all members of staff sign an Acceptable Use Policy which clearly states expectations of behaviour of staff in relation to use of the internet. This includes a policy of NOT accepting pupils or parents as 'friends' on any social networking site.

Mobile technologies

Mobile Phones (and other mobile devices such as i-pads and tablets) owned by Staff members are not allowed in the classrooms. Members of Staff may access their phones during their lunch break within the office, the staff room or outside the school premises.

Parents are requested to turn off their Mobile Phone whilst within the school buildings and place the device securely in their bag or pocket until they leave.

Cameras

The labelled cameras/tablets we have are used specifically for our use in the setting, for recording images of children's activities and achievements. The cameras/tablets will be used inside the classrooms, in the outside areas and on trips and outings. The cameras/tablets will be stored at the end of each day in a locked cabinet in the office. Photographs will be used for displays, observations and within school literature. Permission to use photographs in this way is obtained from parents when their child joins the setting.

Photographs taken by parents at school events such as open days or the Christmas concert, should be for personal use only and MUST NOT BE uploaded to social networking sites if the image contains children other than their own.

Advice for parents

Latest Ofcom research has shown that 86% of 3 and 4 year olds have access to a tablet at home and 21% have their own tablet. 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.

To help parents we have a copy of the NSPCC 'Online Safety for Under 5s' poster on Tapestry and provide support with useful information and tips centred around the following eight questions:

Where do I start?

Should I set any rules?

How can I supervise my child?

How much time is too much time?

Are there tools to help?

What advice can I give my child?

What games are okay for my child to play?

Where can I report?

Further advice and information for parents can be found at:

www.childnet.com or

www.saferinternet.org.uk

Handling of E-Safety Complaints

- Complaints of e-safety misuse will be dealt with by the E-safety Co-ordinator.
- Any complaint about staff misuse of the internet must be reported to the E-safety Co-ordinator.
- The setting's complaint procedure will be followed in the event of any cases of misuse that arise.