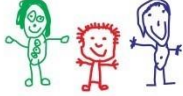


Chertsey Nursery School



Mole Valley Family Centre



Chertsey and Dorking Nursery Schools and Mole Valley Family Centre

ONLINE SAFETY POLICY

AIMS

- To ensure all staff adopt safe practices in the use of the Internet
- To begin to educate children to be responsible and informed technology users.
- To ensure that online safety is an integral part of our commitment to safeguarding children and relates to other policies.

SECURITY

- Children across our organization do not have access to technology connected to the internet.
- The IT systems within are configured in order to restrict access to those who require it.
- The IT security system is protected by anti-virus protection and managed through IT support contracts, it is password controlled and ensures forced password changes for those accessing the network.
- All staff are required to read and understand the Online Safety Policy, and adhere to it at all times.
- Laptops and tablets are issued to some staff depending on their role. They are password protected. Any laptops or tablets used off site are not to be left unattended or in cars etc. See Staff Handbook for more details.

SAFEGUARDING

- Parental permission is in place when images of children are used on websites or social media; children are not named. Children's names are not used on any website or social media. We will rotate images of children on websites and displays linked to data retention.
- Tapestry, an online learning journal is used. Images and observations, including names are an integral part of this system. Staff and parent access to Tapestry is password protected. Parents only have access to information about their own child and staff access is monitored at different levels depending on their role.
- Tablets and iPods are issued to staff to host Tapestry. They are PIN password protected.
- All staff are issued with a password protected, work based email. This is to be used at all times related to work based matters.

INTERNET USE

- The Internet is a useful and necessary tool for staff.
- Children will not be allowed access on the Internet.
- If staff come across what they deem to be inappropriate or unsuitable on-line materials, the website must be reported to the Headteacher immediately.
- Any complaint of staff misuse of the Internet must be referred to the Head.

- The IT information systems, internet and email may not be used for private purposes without specific permission from the Head.
- Use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- No member of staff should install any software or hardware without permission to any computers or tablets (including iPads and iPods).
- Memory sticks and other portable devices are not to be used by staff as they will contain data regarding children and families. All documents should be stored on the secure network or office 365 cloud only.
- Copyright and intellectual property rights should be respected at all times.
- Should any staff receive inappropriate material from a third party via email, this should be reported to the Head immediately.

Staff need to be aware in their private life that contents on social networking websites may be detrimental to their professional image.

The Safeguarding Policy, Staff Behaviour Policy and Staff Handbook give further information to employees regarding the safe use of IT, internet and Online safety and should be read in conjunction with this policy.

Approved by the Governing Body: January 2023

To be reviewed by: January 2024

Relevant for:-

Centre: Yes	Nursery: Yes	Parents: Yes
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