

# **Madeley Nursery School**

## **ICT Acceptable Use Policy and Agreement: Staff, Students, Volunteers, Contractors and Governors**

**Reviewed May 2024**

This policy and agreement will be updated in response to changes in legislation and guidance.

### **Introduction**

The internet is a valuable resource that can raise educational standards by offering both pupils and teachers opportunities to search for information from a very wide range of sources based throughout the world. However, some of the information to be found on the internet will be inappropriate for children and we feel it is important to have a policy in place that takes this issue into account.

The nursery has a duty to ensure that before using the internet with children, staff have had the opportunity to discuss how they will deal sensitively with inappropriate use. The following agreement policy helps to define appropriate and acceptable use by staff.

Please also refer to our Safeguarding and Child Protection Policy and Responsible use of ICT, Online / Cyber Safety Policy and Data Protection information.

Information for staff is available from the Department for Education via the following link:

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners>

The implementation of this policy is the responsibility of all members of staff.

## **The Internet in School**

The internet is a powerful technology, and we realise that it must play an important role in the nursery learning environment. Through the internet, staff, with children can find information on topics they may be teaching, resources that have been written by other teachers and newsgroups of a particular interest in the school, and they will be able to share ideas with teachers around the region, nationally and internationally too. It aids planning and collaboration between schools. It provides an e-mail address to members of staff to enable them to keep in ready contact with other others.

Parents can contact staff members via the school email address.

## **The Internet in the Curriculum**

The use of the internet in the curriculum needs careful planning, and children's access must be always supervised to ensure that they work safely in an online environment. Therefore, if the internet is to be used, the staff should ensure that these points are covered in the interests of accessibility, and importantly of safety.

The school cannot accept any responsibility for access to the internet outside of school, even if children are researching a topic related to nursery.

## **Nursery Website**

Madeley Nursery School has a website and there are photographs which contain images of the children included in the content. Children in photographs are not identifiable by name (i.e., there will not be any captions containing the children's names alongside photographs). If a child's name is mentioned elsewhere (for example, because of some work that is displayed on the website), only the first name will be used, and it will not be linked to any photograph of the child or any other personal details. Parents and carers give written permission for this information to be used on the nursery website in this way.

The school does not publish personal data such as the email addresses of pupils or staff on the school website.

## **Nursery social media Pages**

Social media is an easily accessible, quick, and enjoyable way to stay in touch and be informed. It is one way in which nursery and families interact and it has become increasingly important for remote learning.

There is a school open access Facebook Page. We do not show photographs or video of children's faces on this page.

Each group 'nest' has its own closed Facebook group where staff in the nest and parents and carers and a linked school governor exchange information about learning. This may include photographs, video and text describing children's research and conversations that include children's names. Access to this group is only allowed if parents agree and sign an acceptable use contract with nursery.

- Information, photographs, video, and text must not be shared outside of the closed Facebook group.
- No-one can post anything that can be construed as offensive, derogatory, defamatory, harassing, threatening, obscene, vulgar, illegal, or criminal.
- Correct any misleading or false content as quickly as possible.

Sometimes content that breaks this agreement can be inadvertently posted. It will be taken down immediately by the group administrator and the person who made the post will be told why it has happened.

If anyone within the group has a complaint it should be made to the group administrator who will seek to address it in line with the school's complaints policy.

If members of the group break the agreement, they may be removed from the group.

Serious violations of the agreement may result in further action in line with other schools' policies and the law.

### **Nursery Blog or Project Pages**

Due to the nature of the approach to learning and teaching at Madeley Nursery School and the school principle of being a 'researching school', we host and contribute towards blogs and websites to share our work with other professionals. Sometimes, this is part of the funding agreement from external funders for research projects or it is part of our networking and training role. Individual, explicit agreements are signed with parents and carers of children whose photographs, video, or names may be used in material presented.

As with the school website, if a child's name is mentioned elsewhere (for example, because of some work that is displayed on the blog post), only the first name will be used, and it will not be linked to any photograph of the child or any other personal details.

## **Roles and responsibilities**

E-safety is recognised as an essential aspect of leadership in nursery and the headteacher, with the support of Governors, aims to embed safe practices into the culture of the nursery. The Headteacher ensures that the policy is implemented and compliance with the policy monitored.

All staff are responsible for promoting and supporting safe behaviours in their 'nests' and following school e-safety procedures. Central to this is a 'speak out' culture.

The nursery administrator is updated on issues related to data protection and compliance and informs the headteacher and governors of any changes and the implications for school.

## **Monitoring**

It is the role of the head and deputy head teachers to monitor and evaluate the overall effectiveness of internet use throughout the school and they will do this on a regular basis.

Each member of staff is responsible for monitoring the use of the internet within their classroom and ensure that unacceptable material is not accessed. The DSLs have responsibility for checking that no inappropriate material is on the school system. The administrator also ensures that the computer system is regularly checked for computer viruses with the SOPHOS system, taking advice from the Local Authority provider of technical support.

## **Managing the school network**

The computer system and network are owned by the nursery and is made available to children to further their education and to staff to enhance their professional activities including teaching, research, administration, and management.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet or email activity on the network or perform any other activities that the school may see fit. This monitoring activity is supported by updates to the headteacher from the Local Authority ICT department.

## **Personal Use**

The computers, electronic media and services provided by the school are primarily for educational use to assist staff in the performance of their job. Limited or incidental use of electronic media for personal purposes is acceptable, and all such use should be done in a manner that does not negatively affect the system's use for their educational purposes. However, staff are expected to demonstrate a sense of responsibility and not abuse this privilege. Personal devices should not access the school's wireless internet.

Madeley Nursery School expects any staff using social media sites to ensure that their use is conducive to their professional status. They should not mention the school by name or in passing or discuss individuals or groups within the school or the Local Authority in a derogatory way or compromise the school values.

In addition, staff must ensure that any private blogs, bulletin boards, websites etc. which they create, or actively contribute to, do not compromise, and are not confused with, their professional role.

Staff must ensure that any engagement in any online activities does not compromise their professional responsibilities and are inline with upholding part 2 of the Teachers' standards.

**Mobile phones with internet access or cameras**

No mobile phones with internet access can be used by parents, carers, families, governors, contractors, or visitors to the school in spaces where the children are present.

Staff must keep their internet enabled phones in a secure place away from children when they are working in children's spaces. If a telephone call is expected during working hours, then the telephone may be held by the school administrator and a member of staff informed if a call comes through, or the member of staff should use the school telephone number and the administrator can take the call and act accordingly.

Mobile telephones maybe used by staff during offsite visits. The lone working, cash handling and home visits risk assessments give specific details regarding the safe use of mobile phones when offsite.

Status	Draft
Agreed at:	General Purposes Committee
Effective from:	May 2024
To be reviewed:	When required due to changes in advice/legislation
Responsible person in school:	Ben Braim

Responsible person signature:.....

Date:.....

Governor signature:.....

Date:.....

## **Appendix A**

### **MADELEY NURSERY SCHOOL ACCEPTABLE USE STATEMENT (FOR STAFF, VOLUNTEERS AND GOVERNORS)**

The computer system is owned by the school and is made available to staff to enhance their professional activities, including teaching, research, administration, and management. The school's policy has been drawn up to protect all parties - the children, the staff, and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

All staff (including supply and temporary) requiring Internet access should sign a copy of this Acceptable Use Statement and return it to the school administrator for approval.

- I will only use the school's email / internet / intranet / and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to children or their families.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on Scholar pack) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body.
- I will not install any hardware or software without permission of the Headteacher.
- I will only open email attachments from sources I know to be safe.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal, or discriminatory.
- Images of pupils and/ or staff will only be taken, stored, and used for professional purposes in line with school policy and with written consent of the parent, carer, or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I understand that all my use of the internet and other related technologies can be monitored, logged, and made available, on request, to the Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.

- I will support and promote the school's ICT and Online Cyber Safety Policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will not deliberately access the school's wireless internet on personal mobile devices.
- Access to the internet and school server should only be made via the authorised account and password, which should not be made available to any other person.
- It is the responsibility of staff members to make the ICT coordinator aware of occasions when passwords cease to become private.
- Staff should ensure that high levels of data-protection are always adhered to. This means locking computers whilst leaving the room.
- Issued laptops are for staff use only.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden. Permission should be granted from the Headteacher before bringing in electrical and ICT equipment from home.
- Users are responsible for all emails sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purposes, online shopping, or advertising is forbidden.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- When sending an email to multiple recipients you must ensure that you keep their email address, which is personal data, private, using the bcc feature.
- Any data breaches that are made or that you think may have been made must be shared to the school administrator and headteacher who will act according to the Data protection policy.
- No derogatory or negative reference should EVER be made to Madeley Nursery School on any social networking site.
- Use of the network to access inappropriate materials such as pornographic, racist, or offensive material is forbidden.
- I understand this forms part of the terms and conditions set out in my contract of employment.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Any breaches in the operation of the requirements laid out in this Acceptable Use Statement will result in the Disciplinary Policy being invoked.

Full name:

Signed:

Date: