Safe Use of the Internet and Email Policy

The staff and governors recognise the need for an internet access policy to be in existence to protect the children and adults from unsuitable material.

Our objectives in providing access for children and staff to the internet and email are to provide:

- educational and cultural exchanges between children, their families, teachers and schools, both locally and world-wide;
- access to world-wide educational resources;
- access to experts in many fields for children and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- the exchange of curriculum and administration data with the LA and DFE;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- the ability to access cultural, vocational, social and leisure ICT facilities in libraries, clubs and at home.

Internet access for staff will include access to a computer for linked professional use during rest periods and non-contact time, e.g. checking emails, searching classroom resource material, identification of professional training courses and website information that may aid with classroom strategies, e.g. websites relating to communication development or specific areas of SEND. Please note, via the RBWM network blocking system website access is restricted to appropriate sites. Classroom staff and administration staff will be set-up with a First Class user name and password to facilitate use of the intranet.

Internet access for children will be for the enrichment and extending of learning activities. Internet sites will be monitored to reflect curriculum requirements and the age of the children. Access to the internet is not available on the children's computers in the classroom.

Responsible adults will support and guide the children in on-line access at all times.
Staff will be aware of the need to evaluate and verify information available via the media as accuracy and quality of information is variable.

Intranet access for Governors will be facilitated. Full meetings and committee meetings will be organised through the "Federation Nursery Governors" folder on the First Class desktop. All governors will be initiated in First Class, and issued with user names and passwords. Training is available from proficient users of the system in school.

The Federation subscribes to **RBWM filtering procedures** in an attempt to ensure that no inappropriate materials are available within the school.

Any adults coming across material that is distasteful, uncomfortable or threatening in the school will report this immediately to the Co-Headteacher(s) who will deal with material and information quickly and safely, including reporting details of sites to RBWM for filtering.

Respect for copyright and intellectual property rights and the correct usage of published materials must be adhered to.

Staff

All staff should be mindful at all times to be respectful in email exchanges with colleagues and other professionals. Staff are also reminded to take appropriate care regarding their own use of the internet and social media sites when off duty. Any reports of inappropriate use will be taken very seriously and will be investigated by the Co-Headteacher(s) and Governing Body according to disciplinary procedures. Staff have attended training on Internet safety.

Sensitive Information

Files containing information of a sensitive nature, e.g. relating to the safeguarding of individual children, must be encrypted prior to sending via email.

Related Policies

This policy should be read in conjunction with the following Federation policies:

- Child Protection Policy and Statement
- Whistleblowers
- Camera and Image Policy
- Mobile Phone Policy
- ICT Policy
- Social Media Policy

Approved by: Teaching and Learning Committee

Signed by Chair of Governors: ……………………………………………………

Date: 17th June 2019

Review Date: June 2022