At Cambridge Nursery School we aim to provide a friendly, secure and stimulating environment where children and families from all backgrounds and cultures feel welcomed. We respect and value each other, encouraging and supporting our children to be confident and independent individuals who achieve their best.

## Our Vision

Cambridge Nursery School embraces the positive impact and educational benefits that can be achieved through appropriate use of the internet and associated communication technologies. We are also aware that inappropriate or misguided use can expose both adults and young people to unacceptable risks and dangers. To that end Cambridge Nursery School aims to provide a safe and secure environment which not only protects all people on the premises but also educates them on how to stay safe in the wider world.

## Scope

This policy and related documents apply at all times to fixed and mobile technologies owned and supplied by the school and to personal devices owned by adults and young people while on the school premises.

## Publicising e-Safety

Effective communication across the school community is key to achieving the school vision for safe and responsible citizens. To achieve this we will:
• Make this policy, and related documents, available on the school website
• Introduce this policy, and related documents, to all stakeholders at appropriate times. This will be once a year or whenever it is updated
• Post relevant e-Safety information in all areas where computers are used
• Provide e-Safety information at parents evenings and through the school newsletter

## Roles and Responsibilities

The Headteacher and Governing Body have ultimate responsibility for establishing safe practice and managing e-Safety issues within the school. The Headteacher is the central point of contact for all e-Safety issues and will be responsible for day to day management.

All members of the school community have certain core responsibilities within and outside the school environment. They should:
• Use technology responsibly
• Accept responsibility for their use of technology
• Model best practice when using technology
• Report any incidents to the e-Safety coordinator using the schools procedures
• Understand that network activity and online communications are monitored, including and personal and private communications made via the school network.
• Be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action

## Physical Environment / Security

The school endeavours to provide a safe environment for the whole community and we review both physical and network security regularly.
• Anti-virus software is installed on all computers and updated regularly
• All staff understand that if an inappropriate site is discovered it must be reported to the e-Safety co-ordinator who will report it to the Headteacher. All incidents will be recorded in the 'Incident other than Accident Log' for audit purposes.
• Pupil use of the internet is monitored by all staff
• Staff use is monitored by the IT technician and reported to the Headteacher

## Mobile / emerging technologies
• Nominated teaching staff at the school are provided with a laptop for educational use and their own professional development. All staff understand that the Acceptable Use Policies apply to this equipment at all times.
• To ensure the security of the school systems, only authorised personal equipment is permitted to be connected to the school network.
• Staff understand that they should use their own mobile phones sensibly and in line with school policy.
• Pictures/videos of staff and pupils should not be taken on personal devices.
• New technologies are evaluated and risk assessed for their educational benefits before they are introduced to the school community.

## Email
The school email system is provided by the school's broadband provider
• All staff are given a school email address and understand that this must be used for all professional communication.
• Everyone in the school community understands that the email system is monitored and should not be considered private communication.
• Staff are not allowed to access personal email accounts on the school system.
• Everyone in the school community understands that any inappropriate emails must be reported to the Headteacher as soon as possible.
• If accessing emails from home staff understand that other family members must not have access to this private and confidential information.

## Published content
The Headteacher takes responsibility for content published on the school website.
• The school will hold the copyright for any material published on the school website or will obtain permission from the copyright holder prior to publishing with appropriate attribution.
• The school encourages the use of email to contact the school via the school office / generic email addresses.
• The school does not publish any contact details for the pupils

## Digital Media
We respect the privacy of the school community and will obtain written permission from the staff, patents, carers or pupils before any images or videos are published or distributed outside the school
• Children's full names will not be published outside the school environment

## Education Use
School staff model appropriate use of school resources including the internet
• All activities using the internet will be tested first to minimise the risk of exposure to inappropriate material
• Where appropriate, links to specific websites will be provided instead of open searching for information

## Data Security / Data Protection
Personal data will be recorded, processed, transferred and made available in line with the Data Protection Act 2018. The school is registered with ICO for this purpose.

## Wider community
Third party users of school equipment will be advised of the policies, filtering and monitoring that is in place.

## Responding to Incidents
Inappropriate use of the school resources will be dealt with in line with other school policies e.g. Behaviour and Child Protection Policy.
• Any suspected illegal activity will be reported directly to the police. The school's IT Service Desk will also be informed
• Third party complaints, or from parents concerning activity that occurs outside the normal school day should be referred directly to the e-Safety Co-ordinator.
• Breaches of this policy by staff will be investigated by the Headteacher. Action will be taken under the schools Disciplinary Policy where a breach of professional conduct is identified. Incidents will be fully investigated and

appropriate records made on personal files with the ultimate sanction of summary dismissal reserved for the most serious of cases involving gross misconduct.

• The Educations and Inspections Act 2006 grants the Headteacher the legal power to take action against incidents affecting the school that occur outside the normal school day and this right will be exercised where it is considered appropriate.