



# KINGSLAND NURSERY SCHOOL

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**Policy:** E-Safety  
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**Updated by:** Kim Webb  
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**Signature:**

**Date:**

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## Overview

This policy sets out clearly our expectations on pupils, staff, parents and members of the wider community to ensure best practice.

## Physical Safety:

- All electrical equipment in the school is PAC tested annually to ensure that it is safe to use. Pupils are taught about the dangers of electricity as part of the science and PSHE curriculum. We expect pupils to behave appropriately near electrical sockets and appliances.
- Workstations are cleaned and sanitised regularly. Pupils are taught to avoid taking food and liquids anywhere near the computers. We expect all users to refrain from eating and drinking when working at a computer.
- Health and safety guidance states that it is not healthy to sit at a computer for too long without breaks. Pupils are taught correct posture for sitting at a computer and that sitting for too long at a computer can be unhealthy. We expect all users to take responsibility for their own physical well-being by adopting good practices.
- Computers and other ICT equipment can be easily damaged. Pupils are taught the correct way to use ICT equipment. We expect pupils to respect ICT equipment and take care when handling and using.

## Network Safety:

- All users need to log on using a username and password. Pupils log on using a user names and password that is controlled by RM . Pupils are taught that they should only access the network using that particular log in. We expect all users to only logon using their username.
  - Each user is given an allocation of disk space for the storage of their work. Pupils are taught how to save their work into their "My documents" area. We expect pupils to save and keep their work to build up a portfolio of evidence.
  - Access to other users "My documents" areas are restricted to the Administrator by the network. We expect pupils to respect the privacy of all other users and to make no attempt to access or interfere with another user's work.
  - The network software prevents changes being made to computer settings as it is controlled by the Administrator RM Computers . We expect all users to make no attempt to alter the way the computer is set up.
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- Only the network administrators are permitted to install software on to computers. We expect all users to make no attempt to load or download any programme onto the network.
  - All users of the network can be monitored remotely by the network administrators. The network has a piece of software called 'Forensics' that will take an image of any inappropriate words that maybe typed in and this is then forwarded to the Administrator . Pupils are taught that their use of the network can be monitored. We expect all users to understand that their use is subject to monitoring.

### **Internet Safety:**

- When using a network workstation all access to the Internet is protected by a number of different filters. These filters are designed to prevent accidental or deliberate access to unsuitable materials. The security for the school's network is controlled and monitored by both the school's ICT Lead and the RM Administrators. In addition, the network administrators can manually add site addresses which are considered to be unacceptable. However, no system is 100% safe and we expect users to behave responsibly. We expect pupils to make no attempt to access a website that they know to be unsuitable for children and/or containing offensive language, images, games or other media.
- The school website contains school policies, news and other information. We expect all persons accessing the school web site to treat the content with respect and make no attempt to reproduce, use or alter any part in any way with malicious intent. No part can be reproduced for commercial reasons without written permission from the school.

### **Email Safety:**

- Some pupils' parents will have their own webmail accounts at home that have been created by SIMS and are maintained and monitored by RM . As these are independent of the school they do not necessarily come with the safeguards that we set for email usage. Therefore we do not permit the use of personalised email accounts by pupils at school or at home for school purposes. We expect pupils to use school issued email accounts only.

### **Digital Images:**

- Digital still and video cameras are used for recording special events as well as being essential tools for everyday learning experiences across the curriculum. On a regular basis parents are asked to sign a consent form for images of their children to be used for school purposes. Some images celebrating the work of pupils involved in everyday and special event activities may be selected to be shown on the school website. On the website we never state a child's name with their image. The school will happily remove any image of a child on the school website at their parent's request.

### **E-Bullying:**

- The school takes bullying very seriously and has robust procedures for identifying and dealing with it. E-bullying is the use of any communication medium to offend, threaten, exclude or dride another person or their friends, family, gender, race, culture, ability, disability, age or religion. Pupils are taught about bullying as part of the PSHE curriculum. We expect all members of our community to communicate with each other with respect and courtesy. Bullying of any type will not be tolerated by the school and will be dealt with under the procedures within the Whole School Policy on Behaviour, including bullying.
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