

# Online Safety Policy, Social media, online communication, Personal and Mobile Devices

Reviewed date: January 2023

Bidborough Village Nursery School recognises the importance of online safety in safeguarding children and adults in the digital age. The use of computers, tablets, mobile phones, and game consoles is integral to everyday life, and it is essential to empower our community to manage risks and build resilience online.

## 1. Creating an Online Safety Ethos

We commit to:

- Providing high-quality internet access to enhance education, support staff professional work, and improve management functions.
- Safeguarding all community members from potential harm online.
- Raising awareness of both the benefits and potential risks associated with technology.
- Encouraging safe, responsible technology use and understanding how to respond to safety concerns.

This policy applies to all forms of internet access and the use of information communication devices by children, staff, and visitors, including personal devices and those provided by the setting for off-site use.

## 2. Online Communication and Safer Use of Technology

### 2.1 Managing the School/Setting Website:

- Ensure website content complies with Department for Education (DfE) requirements.
- Take steps to protect email addresses published online from spam.
- The website administrator account will be secured with a strong password.

### 2.2 Publishing Images and Videos Online:

- Adhere to the setting's image use policy when sharing images and videos online.
- Obtain written permission from parents or carers before publishing images/videos of pupils.

### 2.3 Managing Email:

- Use setting provided email addresses for all official communication.

- Prohibit the use of personal email addresses for setting business.

## **2.4 Appropriate and Safe Use of the Internet:**

- Provide age-appropriate internet use education within an embedded whole-setting curriculum.
- Use setting-owned devices in accordance with the Acceptable Use Policy and safety measures.

## **3. Social Media Policy**

### **3.1 General Social Media Use:**

- Encourage positive, safe, and responsible social media engagement.
- Control staff access to social media and personal use during setting hours or on setting devices.

### **3.2 Official Use of Social Media:**

- Official social media channels, like [www.facebook.com/bvns1](http://www.facebook.com/bvns1), will have clear objectives and outcomes.
- Risk assessments will be conducted for official social media use.

### **3.3 Staff Personal Use of Social Media:**

- Discuss safe and professional behaviour on social media as part of staff induction and regular training.
- Staff should not communicate with or add current or past pupils or their family members on personal social media.

### **3.4 Staff Official Use of Social Media:**

- Staff must be professional and aware they represent the setting when using social media officially.

## **4. Use of Personal Devices and Mobile Phones**

### **4.1 Rationale:**

- Recognise the widespread ownership of mobile devices and the need for responsible use within the setting.

### **4.2 Expectations for Safe Use:**

- Comply with the law and setting policies when using personal devices and mobile phones.
- Devices brought on site are the user's responsibility, and the setting is not liable for loss, theft, or damage.

### **4.3 Staff Use of Personal Devices and Mobile Phones:**

- Staff personal phones or devices are not to be used for taking photos or videos of children or for direct educational activities with children.

### **4.4 Visitors' Use of Personal Devices and Mobile Phones:**

- Visitors must comply with the setting's acceptable use policy, particularly regarding taking photos or videos.

## **5. Policy Decisions**

### **5.1 Reducing Online Risks:**

- Regularly examine emerging technologies for educational benefit and conduct risk assessments before school use.

This policy, alongside relevant setting policies, aims to ensure a safe online environment for our nursery school community.