



## ICT Policy

This policy has been written taking advice from many different local authorities and other schools.

### Introduction

This policy aims to cover the different elements that Information Communication Technology (ICT) can cover within Dandelions Pre-School and Out of School Club. These guidelines have been drawn up to ensure that all staff personnel within Dandelions are aware of what is expected of them and are able to stay safe when using the hardware and software that we have. The equipment and resources within Dandelions are provided to enhance the learning of the pupils and to aid the staff in their delivery of the Early Years Foundation Stage (EYFS). This policy has been written with guidance and support from other teachers, schools and local authorities and aims to meet the criteria established by organisations such as Becta, 360Safe and ICT Mark. Often schools will have a number of policies including E-safety and Social Media, but in Dandelions we have decided to combine them into one policy. Dandelions have two internet safety officers, Louise Churchill and Julie Palmer; who have attended Early Years Internet Safety training. Online Compass has also been completed by the Internet Safety Officers to review internet safety in Dandelions.

### Aims/Rationale

ICT encompasses every part of modern life and it is important that our children are taught how to use these tools and more importantly, how to use them safely. We believe that it is important for children, staff and the wider school community to have the confidence and ability to use these tools to prepare them for an ever-changing and rapidly developing world. In Dandelions we value the importance of providing opportunities for children to learn outside of school and we will provide these depending on the age of the child with interventions that can reduce the level of risk for children and young people. To enable all our staff and pupils to be confident, competent independent users and learners of ICT we aim to:

- Use ICT where appropriate to ensure pupils are motivated and inspired in all areas of the EYFS.
- Use ICT to help improve standards in all areas of the EYFS.
- Develop the ICT competence and skills of pupils.
- Ensure pupils are challenged in their use of ICT and are provided with exciting, creative ways in which to share their learning.

- Use tools available to ensure that children have the ability to work independently and collaboratively to suit the needs of the situation.
- Provide all staff with the training and support to ensure that they can, and have the confidence to, use ICT to its full potential.
- Use ICT as a form of communication with parents, pupils and the wider community.
- Teach children ICT using the iPods, iPads and touch computers.

### Internet Abuse

'Internet Abuse' relates to four main areas of abuse including; abusive images of children, a child or young person being groomed for the purpose of sexual abuse, exposure to pornographic or other offensive material via the internet and the use of the internet (in particular social media) to engage children in extremist ideologies (see Dandelions Prevent Duty policy).

Dandelions staff are aware of the dangers of digital and interactive data through using text, photos and video. The internet can be accessed on mobile phones, laptops, smart watches, computers, tablets, webcams, cameras and games consoles.

Social networking sites are often used by perpetrators as an easy way to access children and young people for sexual abuse (see Dandelions Child Protection policy) or used by radical and extremist groups to attract children and young people into rigid and narrow ideologies that are intolerant of diversity.

Internet abuse may also include cyber-bullying (see Dandelions Anti-Bullying Policy). A child may be tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child using the internet and/or mobile devices. It is essentially behaviour between children, although it is possible for one victim to be bullied by many perpetrators. It may also involve sexting and vulnerabilities in on-line gaming.

An Internet Safety folder is kept in Dandelions to record and monitor any incidents regarding ICT.

### Assessment

#### Equal Opportunities and Inclusion

We will ensure that all pupils are provided with opportunities to access ICT. Where necessary, we will endeavour to make adaptations to the environment or provide software that will enable all learners to achieve.

Whilst checking of personal sites (e.g. email) is permitted during non-contact times, staff should be aware that this should only happen for a brief time and that they should be extra vigilant and ensure they are logged off appropriately. Staff should follow, and agree to, the Acceptable Usage Policy (AUP) which all staff sign in their induction to Dandelions.

### Roles and Responsibilities - Pupils

Pupils should also follow the guidelines laid out in the AUP, supervised by staff. They should ensure that they use the computers and equipment appropriately at all times.

It is expected that children will follow the Behaviour Policy when working online. They are also expected to adhere to the Anti-Bullying Policy. If the children fail to do so, then the procedures outlined in these policies will come into force.

### Roles and Responsibilities - Parents

Parents should stay vigilant to the websites and content that their children are accessing. They should also talk to their child about e-safety and the use of the internet. If they have any questions or concerns, then they should speak to their child's Keyworker or the Manager.

### Equipment, Hardware and Software

Hardware should not be installed without the permission of the Manager. If staff use memory sticks, then the school's antivirus software will scan these. Staff should be vigilant to reduce the risks of virus infection as stated in the AUP.

The installation of software unauthorised by the Manager, whether licensed or not, is forbidden. If you are unsure, please speak to the Manager for advice. The school reserves the right to examine or delete any files that are held on its system.

### School Website and Blogs - Linked to 360Safe Public Facing and Professional Standards Guidelines

Downlands School and Dandelions website is overseen by the Headteacher and certain pages will be updated by other members of staff and children. The website uses a WordPress installation. The 'Tapestry Early Years Online Learning Journal' is also used in Dandelions Pre-School for children's portfolios. Further information can be found from <https://tapestry.info/>

### Google Apps

The school's online learning space will be a system based around Google Apps for Education and personal portfolios. All school children will be given a login and will be given permission to use different tools according to their age and e-safety awareness.

Google stores data about its users in accordance with the Safe Harbour Agreement approved by Becta before its closure in 2011.

### Internet and E-mail

The internet may be accessed by staff and by children throughout their hours in school and Dandelions. We ask that staff are vigilant as to the sites children are accessing and children should not be using the internet unattended. Children attending After School Club may use their iPads.

Staff should take extra care to ensure that all communication with children and/or parents remains professional. Users are responsible for all messages that are sent, and due regard should be paid to the content of the emails to

ensure it is not misconstrued. All web activity is monitored by the Headteacher, so it is the user's responsibility to ensure they log off appropriately.

The use of the internet to access inappropriate materials such as auction sites, pornography, racist or any other material is prohibited. If users, especially children, do see an inappropriate website or image, they should close this immediately and report the site to the Internet Safety Officers who will record it in the Internet Safety folder.

Rocket internet/web filtering is in place by Lightspeed Systems. It is a system created exclusively for education.

#### Passwords – Linked to 360Safe Password Guidelines

Staff should make sure that any passwords they use are strong and contain a mixture of some of the following; upper- and lower-case letters, numbers and punctuation. These should be changed regularly, especially if the user suspects others may know the password.

The computers in Dandelions are password protected with a separate password for Dandelions staff and for Dandelions children.

#### Mobile Phones, Smart Watches and Handheld Devices – Linked to 360Safe Mobile Phone Guidelines

Staff may connect their phone to Dandelions or the school's wireless network in accordance with the network guidelines in the ICT Handbook. Mobile phones are permitted during non-contact times such as lunch time and off timetable.

#### Age Limits

Certain online tools have age limits on the use of their software. This is due to an Act of United States Law. The Children's Online Privacy Protection Act prevents websites collecting data or providing their services to users under the age of 13.

#### Personal Data

Staff should be aware that they should not transfer personal data such as reports, Individual Children's Plans and contact information on to personal devices unless strictly necessary. This data should then be removed as soon as possible. When using a personal laptop or device containing student data, staff should be extra vigilant to not leave this device lying around or on display.

#### Social Media - Linked to 360Safe Social Media Guidelines

As a school we fully recognise that social media and networking are playing an increasing role within every-day life and that many staff are users of tools such as Facebook, Twitter and blogs using these for both personal and professional use. We will ensure that staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks.

Staff should:

- Ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- Not accept current or ex-pupils as 'friends' on social media sites such as Facebook. This is to ensure any possible misinterpretation. We do understand that some staff members have friends within the local community and just ask that these members of staff take extra precaution when posting online.
- Ensure that if their communication is fully public (e.g. blogs/Twitter), that they maintain their professionalism at all times and remember that they are a representative of the school.
- Be aware that electronic texts can sometimes be misinterpreted or misconstrued so should endeavour to minimise the possibility of this happening.
- Not use these media to discuss confidential information or to discuss specific children.
- Check with the Manager if they need advice on monitoring their online persona and checking their security settings.

Pupils should not be signed up to most social networking sites due to the over-13 age limit. However, we recognise that many are signed up either with or without parental knowledge. In school the use of social networking is monitored and ensured it is part the curriculum. We will also ensure that parents are fully aware of how to minimise the risk if their children are using these sites. Downlands School and the Out of School Club reserves the right to contact sites such as Facebook and ask them to remove our children's accounts should any issues, such as cyber-bullying, occur.

In Downlands School and in Dandelions we use Twitter and have a Facebook Information only page to post information, updates and blog posts. We ensure that we block any followers that appear inappropriate.

We use Tapestry in Dandelions to share children's learning and to communicate with parents. We follow guidance laid out in this document to ensure children are kept safe. No-one is able to post on the blog or write a comment without it being approved by a Teacher/ Manager/ Deputy to ensure that the children are not subjected to any inappropriate comments. Spam messages (often containing inappropriate links and language) are caught by software installed on the blog (akismet) and this is monitored by the Headteacher. This is also updated regularly.

#### Digital and Video Images - Linked to 360Safe Digital and Video Guidelines

We will ensure that if we publish any photographs or videos of children online, we will:

- Ensure that their parents or guardians have given us written permission.

- Ensure if we do not have permission to use the image of a particular child, we will make them unrecognisable to ensure that they are not left out of situations unnecessarily.
- Not include a child's image and their name together without permission from the parents or guardians e.g. if the child has won an award.
- Ensure that children are in appropriate dress and we do not include images of children who are taking part in swimming activities.
- Ask that if a parent, guardian, or child wishes, they can request that a photograph is removed. This request can be made verbally or in writing to the child's Keyworker or to the Headteacher. We will endeavour to remove the photograph as soon as possible.
- Provide new parents with a photo permission letter upon their arrival into school.
- Ask parents or guardians that are recording video or taking digital images at public events e.g. school play or sports day, that they do not publish these online.

It is forbidden for staff to use personal cameras, smart watches or personal phones to take photographs of children within Dandelions. iPods are provided for taking photographs /videos and record keeping and must remain in the setting.

Dandelions are registered with ICO and renew their membership annually as the Statutory Framework (DfE, 2017) and the Data Protection Act 1998 requires every data controller who is processing personal information to register with the ICO. See Dandelions Record Keeping Policy for further information.

#### E-Safety – Linked to 360Safe E-Safety Guidelines (After School Club)

At Dandelions we take e-safety very seriously. In Downlands School it is taught often throughout the children's ICT and PSHE sessions as necessary and dedicated e-safety lessons per term. Links to E-safety resources will be available on the school website for parents to view. These are reviewed regularly to ensure that they are up-to-date and reflect current needs. Children are taught how to act online and how to minimise the risk when working on the internet. Pupils will also be taught about managing passwords, respecting copyright and other elements of this policy that are relevant to them.

Our plans provide children with an understanding of the expectations we have of them at a level appropriate to their age. We also have an annual e-safety focussed parent meeting and provide regular updates via our website and newsletters as appropriate.

All children in the school are taught about the AUP and sign a copy related to their age phase. These are stored by the school. All staff working in Dandelions will also complete an AUP which is kept in their staff files in the Dandelions office.

E-safety training will also be provided for staff and governors to ensure that they conduct themselves in the appropriate manner when working and communicating online.

If there is a website available to children that staff or children deem inappropriate they can either complete the form on the Link page on Downlands School website or speak to the Headteacher who will get it blocked.

If a practitioner suspects an e-safety issue within Dandelions, then they should make notes related to the incident in accordance to Anti-Bullying and Behaviour Policies. This should then be reported to the ICT Safety Officers who will record it in the Internet Safety folder.

If children receive an email (After School Club) that they believe to be inappropriate, then they should forward it on to their teacher and/or the Headteacher/ Internet Safety Officers who will investigate.

Further information on e-Safety can be found in 'What to Do If Your Worried a Child Is Being Abused' available from :-

[https://www.dorsetforyou.gov.uk/media/pdf/i/e/Chapter\\_3\\_\(updated\\_31.12.09\).pdf](https://www.dorsetforyou.gov.uk/media/pdf/i/e/Chapter_3_(updated_31.12.09).pdf)

including cyberbullying (also see Dandelions Anti-Bullying policy) sexting, viewing or uploading inappropriate content, grooming and sexual abuse using digital media (also see Dandelions Child Protection policy).

### Complaints

Incidents regarding the misuse of the Internet by students will be delegated to the Headteacher who will decide which additional evidence should be gathered or recorded. A partnership approach with parents will be encouraged. Any complaint about staff misuse will be referred to the Headteacher. Any incidences in Dandelions would be recorded in the Internet Safety folder. Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

### Copyright and Intellectual Property Right (IPR)

Copyright of materials should be respected. This includes when downloading material and/or copying from printed materials. Staff should not remove logos or trademarks unless the terms of the website allow it.

Staff should check permission rights before using materials, particularly images, from the internet. After school club children will be taught in Key Stage 2 to begin to consider the use of images from the internet.

All materials created by staff whilst in employment of the school belong to the school and should not be used for financial gain. This is in accordance with guidelines laid out by the local authority.

### Responding to unacceptable use by staff

Failure to comply with the guidelines and expectations set out for them could lead to sanctions being imposed on staff and possible disciplinary action being taken in accordance with Downlands policy and possibly the law.

### Responding to unacceptable use by pupils

Pupils should be aware that all e-safety issues will be dealt with quickly and effectively. When dealing with unacceptable use, staff should follow the Downlands Behaviour Policy and if necessary, the Anti-Bullying Policy. After school club children will in the event of unacceptable use will have sanctions, this will be determined on the evidence on a case by case basis.

Further guidance can be found in the Pan-Dorset Inter-Agency Safeguarding Children Procedures. Safer Working Practice and Electronic Communication:- <https://www.bing.com/search?q=Pan-Dorset%20Inter-Agency%20Safeguarding%20Children%20Procedures.%20Safer%20Working%20Practice%20and%20Electronic%20Communication.&FORM=PRHPHI&ref=38a4bea01bcd4a9287fd40b417ce3738&httpsmsn=1>

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education revised in 2015 by the Safer Recruitment Consortium can be found at: - <http://www.safeguardingschools.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-settings/>

The NSPCC provides guidance for photographing and recording children during events and activities on photography and sharing images at:- <https://www.nspcc.org.uk/preventing-abuse/safeguarding/photography-sharing-images-guidance/>

The Safe Schools and Communities Team (SSCT) can visit to offer advice and support on E-Safety. This includes, if necessary, visiting the young person's home. Tel: 01202 222844 or E-mail [ssct@dorset.pnn.police.uk](mailto:ssct@dorset.pnn.police.uk). Further information can be found at: - <https://www.dorset.police.uk/neighbourhood-policing/safe-schools-communities-team/>

## References

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