**82. Acceptable Internet Use Policy**

**Introduction**

The internet should be considered part of everyday life with children and young people seen to be at the forefront of this on-line generation. Knowledge and experience of information and communication technology (ICT) should be considered an essential life skill. Developmentally appropriate access to computers and the internet in the early years will significantly contribute to children and young people’s enjoyment of learning and development. This policy forms part of our Data Protection policies and procedures to ensure compliance with the GDPR (General Data Protection Regulations) and the Data Protection Act 2018.

Children and young people will learn most effectively where they are given managed access to computers and control of their own learning experiences, however such use carries an element of risk.

**Policy statement**

This policy outlines safe and effective practice in the use of the internet. It provides advice on acceptable and effective control measures to enable children and adults to use ICT resources in a safer online environment.

The policy applies to all individuals who are to have access to or be users of work related ICT systems. This includes children, parents/carers, nursery school staff, students, registered person. This list is not to be considered exhaustive.

This policy applies to internet access through any medium, for example computers, mobile phones, tablets and laptops. Before the use of any new technologies they will be examined to determine potential learning and development opportunities. Their use will be risk assessed before considering whether they are appropriate for use by children and young people.

**Responsibilities**

The Designated Safeguarding Lead (DLS) is to be responsible for online safety and will manage the implementation of this policy. Guildford Montessori Nursery School’s DSLs are:

Guildford Montessori Nursery School, The Spike site – **Elena Buchholdt**

Guildford Montessori Nursery School, All Saints site **– Eva Puckova**

The DSLs will ensure:

* Day to day responsibility for online safety issues and will have a leading role in implementing, monitoring and reviewing this Policy.
* All ICT users are made aware of the procedures that must be followed should a potentially unsafe or inappropriate online incident take place.
* Recording, reporting, monitoring and filing of reports should a potentially unsafe or inappropriate online incident occur. This must include the creation of an incident log to be used to inform future online safety practice.
* All necessary actions are taken to minimise the risk of any identified unsafe or inappropriate online incidents reoccurring.
* Regular meetings take place with the registered person, managers and DSL to discuss current issues and review incident reports.
* Effective training and online safety advice is delivered and available to Guildford Montessori Nursery School staff as necessary.
* Liaison, where appropriate, with other agencies in respect of current online safety practices and the reporting and management of significant incidents.

**Managing online access**

Password security

* Maintaining password security is an essential requirement for Guildford Montessori Nursery School managers and practitioners particularly where they are to have access to sensitive information. A list of all authorised ICT users and their level of access is to be maintained and access to sensitive and personal data is to be restricted.
* Guildford Montessori Nursery School staff are responsible for keeping their passwords secure and must ensure they are updated regularly. Sharing passwords is not considered to be secure practice.
* All electronic devices should be set to ‘timeout’ the current user session should they become idle for an identified period.
* All ICT users must ‘log out’ of their accounts should they need to leave an electronic device unattended.
* If ICT users become aware that password security has been compromised or shared, either intentionally or unintentionally, the concern must be reported to the DSL.

Internet access

* The internet access for all users will be managed and moderated in order to protect them from deliberate or unintentional misuse. Every reasonable precaution will be taken to ensure the safe use of the internet. However, it must be recognised that it is impossible to safeguard against every eventuality.
* The following control measures will be implemented which will manage internet access and minimise risk:
  + Secure broadband or wireless access
  + A secure, filtered, managed internet service provider
  + Secure email accounts.
  + Regularly monitored and updated anti-virus protection.
  + A secure password system
  + An agreed list of assigned authorised users with controlled access
  + Effective audit, monitoring and review procedures.
* Online activity is monitored to ensure access is given to appropriate materials only. Computers, laptops, tablets are sited in areas of high visibility to ensure children and adults are closely supervised and their online use appropriately monitored.
* Should children or adults discover potentially unsafe or inappropriate material, they must hide the content from view. For example, the window will be minimised. All such incidents must be reported to the DSL who must ensure a report of the incident is made and take any further actions necessary.
* All Guildford Montessori Nursery School are made aware of the risks of compromising security and are aware that connecting personal electronic devices, e.g. mobile phones, laptops, tablets to work related ICT systems is not permitted. If such use, on occasion, is unavoidable it will be subject to explicit authorisation of the DSL. Such use will be stringently monitored.
* Should it be necessary to download unknown files or programmes from the internet to any work related system, it will only be actioned by authorised ICT users with permission from the DSL. Such use will be effectively managed and monitored.
* All users are responsible for reporting any concerns encountered using online technologies to the DSL.

Online communications

* All official communications must occur through secure filtered email accounts.
* All ICT users are expected to write online communications in a professional, polite, respectful and non-abusive manner.
* A filtered internet server is used to monitor and prevent offensive material or spam. Should, on occasions, security systems not be able to identify and remove such materials the incident will be reported to the DSL immediately.
* Guildford Montessori Nursery staff will not share any personal information with any child associated with the setting. They will not request or respond to any personal information from the children, parents/carers other than which might be considered appropriate as part of their professional role. Advice should be sought from the DSL before engaging in any such communication.
* Early years managers and practitioners must ensure that all communications are transparent and open to scrutiny
* All ICT users should refrain from opening emails where they do not know the sender or where the content or format looks suspicious.
* Online communication is not considered private or confidential for safeguarding and security purposes. All users must seek advice from the DPS and the local Safeguarding Children Board as to how information should be relayed.
* Children and young people will be enabled to use online equipment and resources when it is considered, in consultation with parents and carers, that they have the developmental knowledge and understanding to recognise some of the benefits and risks. Access to online communication will always be supervised by a practitionner.

Managing multimedia technologies

* Many devices are equipped with internet access, GPS, cameras and video and audio recording functions. A risk assessment is completed to minimise risk of using technologies.
* Access to a range of age appropriate websites and apps are available.
* All ICT users and the DSL must only use moderated sites and apps to afford maximum protection. Non-moderated websites allow for content to be added and removed by others.

Social networking sites

* Access to social networking sites is not permitted by children in the setting.
* Guildford Montessori Nursery School staff are not permitted to use work related technologies for personal access to networking sites.
* It is not permissible for Guildford Montessori Nursery Staff to engage in personal online communications with children, parents or carers. This includes the use of social media networking platforms such as Facebook and Twitter.
* Any known misuse, negative and/or anti-social practices must be reported immediately to the DSL.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *9th September 2019* |  | *August 2020* |