

# Our Lady Star of the Sea Catholic Nursery

## Email/Internet Policy for staff and children

### Mission Statement

*"You are precious in my eyes" - Isaiah 43*

- ◆ *Our Lady Star of the Sea Catholic Nursery is committed to the widest and fullest education of all pupils in a partnership between home, nursery, parish and community.*
- ◆ *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- ◆ *Our nursery aims to be a positive force within the Catholic church inspired by the life of Christ in the Gospels*

The Nursery recognises that under certain circumstances the Internet can give children/staff access to undesirable information and images. We have done all that is possible to ensure children/staff are protected from such information through the use of security software limiting of features and the use of the Lancashire Intranet and Website that provide as safe an environment as possible. The children and staff are taught to use the facility sensibly and with proper consideration for others. It is recommended that parents using the Internet at home, with children, develop a similar set of rules and invest in appropriate security software, e.g. Netnanny, Cyberpatrol or Surfwatch. Suggested rules for home use of the Internet have been enclosed for your information.

We have developed the following rules to ensure the privacy and safety our children when using the Internet. Please follow these rules carefully.

- Children will not have individual E-mail addresses.
- All e-mail to nursery will be monitored by the staff.
- Children will not engage in conversation or dialogue with other users on the Internet without permission or supervision from staff.
- Photographs and names of children together will not be used on the website
- Children and staff will never reveal their personal details; home addresses & telephone numbers on the web or in dialogue with other Internet users.
- Any child finding themselves uncomfortable or upset by anything they discover on the Internet will report it to a member of staff immediately.
- Downloading of files is restricted to staff
- All Internet access at Our Lady Star of the Sea Catholic Primary Nursery is filtered through a proxy server (provided by Lancashire County Council) to screen undesirable sites at source - this facility must only be disabled by the ICT coordinator or the Headteacher.
- A detailed log of sites visited will be monitored by the staff.
- Inappropriate use of the internet will result in immediate withdrawal of internet

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These are two extracts taken from the Superhighway Safety pack which is held on the National Grid for Learning at: <http://safety.ngfl.gov.uk>. They contain information which you may find interesting and may wish to consider.

### **NCH Action for Children House Rules - Be Net Smart**

- Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, unless your parent or carer specifically gives you permission.
- Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent or carer.
- Never give your password to anyone, even a best friend.
- Never arrange to meet anyone in person without first agreeing it with your parent or carer, and get them to come along to the first meeting, which should always be in a public place.
- Never hang around in a chat room or in a conference if someone says or writes something which makes you feel uncomfortable or worried, and always report it to your parent or carer.
- Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups.
- Always tell your parent or carer if you see bad language or distasteful pictures while you are online.
- Always be yourself and do not pretend to be anyone or anything you are not.
- Always remember if someone makes you an offer that seems too good to be true, it probably is.
- Delete attachments from strangers without opening them. They may contain viruses that can damage your machine.

**Taken from: Children on the internet: opportunities and hazards. NCH Action for Children, 2000** <http://www.nchafc.org.uk/internet/rules.html>

### **Parents making the Internet: Safer**

It is really important to involve your children in thinking about your family code for safe and secure Internet use – just as you would explain about not talking to strangers in the park. Devise your own code of Internet use with your children. You are the expert when it comes to your own children, so you can make sure that the code is appropriate for their individual ages and levels of maturity.

- Decide together on what is suitable use, and therefore, what is unacceptable, for example - bad language, adult or racist material, contact with strangers etc.
- Encourage your children to tell you if they find something unacceptable while they are online.
- Report anything unacceptable to your Internet Service Provider (ISP). Contact

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<http://www.internetwatch.org.uk/> about illegal content or contact.

- Ensure your children understand that not everyone on the Internet is who they say they are, so they should never arrange to meet anyone before checking.
- Explain that passwords, photos, credit card numbers and address, phone and e-mail details shouldn't be passed on unless you agree.
- Agree who can use the Internet, when and for how long – try to use it as a shared resource in a shared area of the home.
- Ask any visiting children or adults to respect your family code if they access the Internet from your home.

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**Signature of Chair of Committee members:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Nursery Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_