E-Safety & Social Media Policy

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Sudbrook School uses technology to support children's learning and development. Staff and parents also have access to technology as a part of their professional and personal lives. This policy outlines how we can ensure our community continues to be safe, whilst valuing the contribution that technology can make to learning. In doing so, the school is GDPR-2021 compliant.

This policy aims to:

- keep personal data and information secure
- minimise the risk of handling sensitive information
- keep children safe around issues raised by technology

The Management of Email

Staff will use email to contact other staff members and professionals involved in their work. Staff and parents will not contact each other via personal email. Parents are asked to share their email with the nursery when their child starts with us. This helps us to share information more effectively with them. We will never disclose anyone's email to another and provided specific consent has been given, class reps will share parent's email addresses and contact details. Paper-based copies of all documents are also available to parents upon request. Children's last names are not mentioned in staff emails.

Mobile technologies, including mobile phones and smart watches

As stated in our Safeguarding Policy, mobile phones and smart watches should not be used in any part of the nursery and they should be in silent mode. Parents are informed of this on a regular basis, through posters displayed in the lobby, during settling-in sessions and through our Safeguarding Policy which is emailed to them when their children start with us and when it is updated. Staff and volunteers must keep their mobile phones in the office, and they are signed in and out each day. We have a school mobile phone that can be used on off-site visits. This phone will never be used to take photographs.

Nemborn

We use tablet technology to support our assessment and record keeping. All tablets are password protected which are regularly changed. **Nemborn**, is a secure online App to share photos, notes, and updates — with input from both the school and the parents.

School e-safety measures

At Sudbrook School, we are committed to maintaining the highest standards of cybersecurity, online safety, and data protection. To achieve this, we utilise a robust combination of Sophos Endpoint Protection and JAMF for Apple devices.

Sophos Endpoint Protection provides comprehensive security across all our computers. It

includes advanced threat detection, real-time malware protection, ransomware prevention, and web filtering to safeguard users from malicious websites and online threats. This system continuously monitors activity to identify and block suspicious behaviour, ensuring that our network remains secure and compliant with data protection regulations.

For our Apple devices, including iPads used by staff, we rely on JAMF to enforce security policies, manage device configurations, and control access to apps and content. JAMF allows us to remotely manage devices, install updates, and ensure safe internet browsing through integrated web filtering and application control, tailored to different age groups and user roles.

Together, Sophos and JAMF enable Sudbrook School to provide a safe and secure digital learning environment, supporting effective teaching and learning while protecting sensitive information and ensuring compliance with safeguarding and data protection standards.

Social media platforms

It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and always ensure professional practice. This is to protect the children, parents, and families of the Sudbrook School along with the staff.

To maintain professional boundaries staff should not accept or request personal invitations to be friends with parents of the nursery unless they know them in a personal capacity. Staff members are advised to set their online profiles to 'Private' so that only friends can see their information.

Sudbrook School has a Instagram and Facebook page available and parental consent is acquired in the permission booklet for their child's GDPR-2021 sensitive inclusion such as the school website, Instagram and Facebook. This is a communication tool for the setting and will be used to:

- promote and update parents about events such as parent consultations, trips and social events
- update parents on staff training & development
- give hints and tips for activities the children have enjoyed and home learning ideas
- to show photos of children's work or special events
- provide your thoughts and comments.

The management team are page administrators and will update the page on a regular basis. We reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff, and families.

We reserve the right to remove any postings that:

- name specific individuals in a negative way

- are abusive or contain inappropriate language or statements
- use defamatory, abusive or generally negative terms about any individual
- do not show proper consideration for others' privacy
- breach copyright or fair use laws
- contain any photos of children without necessary parental consent.

If you would like to report an inappropriate comment, then please send an email to office@Sudbrookschool.co.uk