



Internet Safety Policy

Summary: Internet Safety Policy

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HAMBLEDON PRIMARY SCHOOL

INTERNET SAFETY POLICY

Full Governing Body approval gained in October 2023 Next review October 2025	
Policy approved by Full Governing Body	
Head teacher signature: <i>A. Corr</i>	Chair of Governors signature: <i>J. Murray</i>

Rationale

Internet access is an essential part of modern communication to which children have an absolute right as part of a rounded education to equip them for life in modern society. Such access must, however, be planned and monitored in order to make best use of such access for learning purposes and to ensure the safety of children from exposure to the unwarranted attention of others on the world wide net.

Aims and Objectives

Internet access will raise educational standards, support the professional work of staff and enhance the school's management information and business administration systems.

We aim to:

- ensure that staff and children use the Internet safely, accessing only suitable information
- fully exploit the vast educational potential of Internet resources to further educational goals and objectives
- ensure that all users of the Internet understand basic conventions and navigation techniques before going on line and accessing Web pages
- enable children to exercise caution and judgement in the use of any material on the Internet and to recognise that some material may be inaccurate or misleading
- teach pupils to acknowledge the source of information and to respect copyright when using Internet material in their own work

All computers in the school have access to the Internet and these operate through a fire-walled site recommended by Hampshire County Council to prevent access to unsuitable sites. Parents are informed through the school prospectus that pupils will be given supervised internet access.

Despite these levels of security, the reality is that children will be able to access the Internet in many different environments and will continue to do so throughout their lives. It is therefore important that children develop the strategies to deal with whatever they meet in the course of their use.

Strategies to ensure the safe use of the Internet:

- children will only be allowed to access the Internet under the close supervision of an adult
- rules for Internet access are agreed and shared regularly with the pupils
- all network computers run anti-virus software
- any e-mails containing attachments are automatically scanned for any viruses that may have been forwarded
- computers with Internet access will be checked regularly for inappropriate material
- if staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT subject manager immediately

E-mail use

- pupils will access E-mail through a shared class E-mail address
- pupils are subject to local restriction rules - this allows mail to be sent to and received from all users in the local domain
- teachers can send to and receive from all users in the local domain and all users in all domains (including .sch.uk .gov.uk .co.uk .com)
- E-mails sent to an external organisation should be written carefully, in the same way as a letter written on school headed paper
- E-mail software filters all in-coming and out-going mail for banned words and it automatically checks for viruses
- scanning software is updated regularly to ensure it can identify the most recent known viruses

Website

The contact details on the Website should be the school address, e-mail and telephone number. Staff or pupil's personal information will not be published.

The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Permission will be sought from parents for their child's image to be used on the school website

Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

Emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Social Media

See Communications Policy for use, risks and management of school's Facebook page.

Personal data

Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

Personal Data will be handled in accordance with the privacy notices for staff, parents & pupils (2018 GDPR Laws).

Internet Access

Access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Primary pupils will not be issued individual e-mail accounts, but will be authorised to use a class e-mail address under supervision.

Personal Devices

Students are not allowed to bring their own devices to school. If they need to have one for traveling to and from school, it must be kept safely in the school office. Staff must not use their personal devices in front of the children and, in accordance with the Code of Conduct, must not use them for taking photographs of the children.

Risk Assessment

Methods to identify, assess and minimise risks will be reviewed regularly. The ICT coordinator will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

E-safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the Headteacher.

Employees

All staff will be given the code of conduct, which contains E-Safety information, and its importance explained. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. Staff development in safe and responsible Internet use and on the E-Safety Policy will be provided as required.

Parental Support

Parents' attention will be drawn to the E-Safety Policy in newsletters, on the Hambleton Primary School Website, Facebook posts and through E-Safety training.