

# Harewood C of E Primary School



## Internet Safety Policy

Date Approved:	Draft Spring 2022
Chair of Governors:	J. Jayne
Headteacher:	A. Ratcliffe
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# Harewood C of E Internet Safety Policy

## School Values

### *'Educating For life In All Its Fullness'*

(John 10:10)

As a school, we shape all that we do, to allow children to develop a strong sense of their Emotional, Spiritual and Cultural self through our Christian values:

- **Honesty**
- **Forgiveness**
- **Courage**
- **Hope**
- **Community**

We ensure that children are prepared for future life and have the Cultural Capital to be active citizens of the world they live in.

### **Safeguarding**

The Governing Body and staff of Harewood C of E Primary School take as our first priority the responsibility to safeguard and promote the welfare of our pupils, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess, and support those children who are suffering harm and to keep them safe and secure whilst in our care.

### **Equal Opportunities**

We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils, including those who are lesbian, gay, bisexual and transgender (LGBT). Our inclusive curriculum will foster good relations between pupils, tackle all types of prejudice, including homophobia, and promote understanding and respect, enabling us to meet the requirements, and live the intended spirit, of the Equality Act 2010.

### **Why is Internet use important?**

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. The Internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Usage of the internet will monitored and safeguards will be put in place so that children do not access unsuitable material

## **How will safety be assessed?**

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.

## **What filtering is in place?**

The school network has security in place that blocks sites unsuitable for school children. Children logging on can access less of the internet than an adult in school can logging on with their password. Please inform the ICT coordinator if you find an issue with the filtering of sites so they can be blocked or unblocked as necessary

## **If for some reason, these blocks don't work or the filters let information through:**

- *If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT co-ordinator.*
- ***Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.***

## **How will e-mail be managed?**

Children and staff will only use the school email addresses provided for school purposes and use of other personal email addresses (e.g hotmail) should be limited to personal use.

Children and staff will adhere to the “**Rules for using ICT**” document

## **How should Web site content be managed?**

- *The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' information will not be published.*
- *Web site photographs that include pupils will be selected carefully and parental permission granted via the photography consent forms.*
- *Images of pupils will never have names connected to them. When names are used in association with work, full names will never be used.*
- *The headteacher and ICT coordinator will take overall editorial responsibility and ensure that content is accurate and appropriate.*

## **How will Internet access be managed?**

Children and staff will adhere to the Acceptable Usage documentation and agreements

### ***Ensuring Equal Access.***

Where possible physical resources or their usage should be adapted to meet the needs of users. Although there is increasing home access to the internet some pupils do not have this. Allowances should be made for these pupils when setting internet homework tasks which may involve using school resources outside lesson times.

### ***How will the staff & children be made aware of this policy and be taught about using the internet safely and respectfully?***

- *Children will cover modules of internet use/safety as part of the PSHE and Computing Curriculum. (See individual curriculum progression maps for coverage)*
- *Children in Year 3 will also be made specifically aware of the 'Rules for using ICT' document - where in they will sign and agree to follow code of conduct it describes. This will be refreshed at the start of each year in KS2.*

As part of their induction all staff will have access to a copy of this policy and all related documents. Anyone who doesn't understand all or part of what is written, should speak to the ICT coordinator.

### ***How will complaints regarding Internet use be handled?***

- *Responsibility for handling incidents will be delegated to a senior member of staff or the ICT coordinator.*
- *Any complaint about staff misuse must be referred to the headteacher.*

### **Other Policies and Guidance which should be read in conjunction with this policy include:**

- Safeguarding and Child Protection Policy
- LCC guidance for Staff working in Educational Settings on the Use of Digital Technologies and Social Media
- On line Safety Guidance for schools – April 2020
- Acceptable usage policy
- Photograph permission forms
- Rules for using ICT staff/pupils
- Social Media Policy
- Mobile Phone Policy
- Safer Working Practices (Including guidance on Remote Education)