



Dunston Hill

Community Primary School



Internet Safety Policy

September 2018

DUNSTON HILL COMMUNITY PRIMARY SCHOOL

INTERNET SAFETY POLICY

Introduction

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning.

The Internet Safety Officer is Miss N Reay.

Scope

This policy applies to all pupils, teaching staff, support staff, governors and volunteers in school.

Aims

Our aims are to ensure that all pupils, including those with special educational needs:

- Will use the internet and other digital technologies to support, extend and enhance their learning
- Will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material
- Will develop a positive attitude to the internet and develop their Computing capability through both independent and collaborative working
- Will use existing, as well as up and coming, technologies safely.

Internet use will support, extend and enhance learning

- Pupils will be given clear objectives for internet use
- Web content will be subject to age-appropriate filters
- Internet use will be embedded in the curriculum.

Pupils will develop an understanding of the uses, importance and limitations of the internet

- Pupils will be taught how to effectively use the internet for research purposes
- Pupils will be taught to evaluate information on the internet
- Pupils will be taught how to report inappropriate web content
- Pupils will develop a positive attitude to the internet and develop their digital capability through both independent and collaborative working
- Pupils will use the internet to enhance their learning experience
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Data Protection

- There is a separate Data Protection policy.

E-mail

- Pupils and staff will only use approved e-mail accounts when using the school network
- Pupils will tell a member of staff if they receive inappropriate e-mail communications
- Pupils will only use e-mail for approved activities.

Internet Access

Staff will read and sign the *Acceptable Use Policy of Computing and Social Media Policy* before using any digital resources in school.

Pupils will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

Mobile Phones and other handheld technology

Pupils are only permitted to have mobile phones or other personal handheld technology in school with the permission of the Headteacher.

Systems Security

- Our current Computing system's security is maintained by IT Assist
- The LA ensure that appropriate filtering is in place
- Pupils will report any inappropriate content accessed to an appropriate member of staff

Communication of the Internet Safety policy to Pupils

- Assemblies around Internet Safety will take place on an annual basis
- Pupils will be informed that internet use will be monitored
- Internet Safety will be included in the curriculum and regularly revisited.

Communication of the Internet-Safety policy to staff

- The Acceptable Use Policy is given to all new members of staff as part of their induction
- The Internet Safety and Acceptable Use Policies will be discussed with staff on an annual basis
- Staff will be informed that internet use will be monitored.

Communication of the Internet Safety policy to Parents/Carers

- A copy of the Internet Safety Policy is available on the school website
- Internet Safety resources and further information is available to parents on the school website
- The school will communicate and publicise Internet Safety issues to parents through the school newsletter.

Internet Safety Complaints

- Instances of pupil internet misuse should be reported to the Internet Safety Officer
- Staff must log incidents reported to them and if necessary refer the matter to a senior member of staff
- Instances of staff internet miss-use should be reported to and will be dealt with by the Headteacher
- Pupils and parents will be informed of the consequences of internet miss-use.

Whole-School Responsibilities for Internet Safety – [see School Child Protection/Safeguarding Policy](#)

Headteacher

- Responsible for Internet Safety issues within the school but may delegate the day-to-day responsibility to a Senior Leader or the Internet Safety Officer
- Ensure that the Internet Safety Officer is given appropriate time, support and authority to carry out their duties effectively
- Ensure that developments at Local Authority level are communicated to the Internet Safety Officer
- Ensure that the Governing Body is informed of Internet Safety issues and policies
- Ensure that appropriate funding is allocated to support Internet Safety activities throughout the school.

Internet Safety Officer

- Primary responsibility: establish and maintain a safe Digital learning environment (under the direction of Senior Management)
- Establish and maintain a school-wide Internet Safety programme
- Work with the Internet safety team to develop, and review, Internet Safety policies/procedures and review their effectiveness
- Respond to Internet Safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies and maintain an incident log
- Establish and maintain a staff professional development programme relating to Internet Safety
- Develop a parental awareness programme
- Develop an understanding of relevant legislation and take responsibility for their professional development in this area.

Governing Body

- The Safeguarding Governor (Sarah Pashley) will ensure that Internet Safety is included as part of the regular review of child protection as well as health and safety policies
- Support the Headteacher and/or designated Internet Safety Officer in establishing and implementing policies, systems and procedures for ensuring a safe digital learning environment
- Ensure that appropriate funding is authorised for Internet Safety solutions, training and other activities as recommended by the Headteacher and/or designated Internet safety Officer (as part of the wider remit of the Governing Body with regard to school budgets)
- Promote Internet Safety to parents and provide updates on Internet Safety policies within the statutory 'security' section of the annual report.

School Business Manager

- Provide a technical infrastructure to support Internet Safety practices
- Ensure that appropriate processes and procedures are in place for responding to the discovery of illegal materials, or suspicion that such materials are, on the school's network
- Ensure that appropriate processes and procedures are in place for responding to the discovery of inappropriate but legal materials on the school's network
- Develop an understanding of relevant legislation
- Report network breaches of acceptable use of ICT facilities to the Headteacher and/or the Internet Safety Officer
- Maintain a professional level of conduct in their personal use of technology, both within and outside school

Teaching and Support Staff

- Contribute to the development of Internet Safety policies
- Adhere to Acceptable Use Policy.

Parents and Carers

- Discuss Internet Safety issues with their children, support the school in its Internet Safety approaches and reinforce appropriate behaviours at home
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies
- Model appropriate uses of new and emerging technologies
- Liaise with the school if they suspect, or have identified, that their child is conducting risky behaviour online.