



# Dunston Hill

Community Primary School



## Internet Safety Policy

September 2020

# 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, email and social media.

## **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.

**Agreed: Finance and Staffing Meeting 29.9.21**

**Approval Cycle: Annually**