

St Margaret's C of E Primary School



Ratified: LGB

Review: Spring 2018 – **Next Review:** Spring 2019



Internet and Online Safety Policy

Internet Websites

- Access will be granted for all but must be age appropriate and used for educational purposes.
- Access will be filtered and monitored.
- Pupils, staff and parents informed of Internet monitoring.
- Rules for appropriate internet use will be posted near all computers.
- All pupils and staff sign an internet acceptable use policy annually.

School Website

- Home/personal info will not be published and pupil photos will not enable identification. Only pupil's first names used
- Pupil content requires parental permission and will be removed at parent's request.
- Copyright must be respected
- Website complies with publishing guidelines

Email

- Access granted for all but must be used for educational purposes.
- Pupils and staff sign an e-mail acceptable use policy annually.
- Only approved e-mail to be used.
- Pupils will not give e-mail to outside agencies/persons without permission
- Accounts updated/tracked.
- Pupils report inappropriate e-mail to CT
- Pupils must not reveal details of themselves or others or arrange meetings
- Staff report inappropriate e-mail
- External e-mail accounts are blocked
- External e-mail should be written carefully and authorised in the same way as a letter written on school headed paper
- The forwarding of chain letters is not permitted.

Safety/Risk Management

- All reasonable precautions will be taken and risks reviewed regularly.
- Assessment of risk and educational benefit prior to pupil access.
- Partnership approach to ensure pupil protection is reviewed and improved.
- Virus protection installed and updated.
- Secure filters are installed which prevent children and adults from accessing and/ or sharing any extremist online materials.
- School/ISP cannot guarantee content.
- Clear procedures in place should inappropriate website content/ emails occur. Reported to ISP.
- Procedures set out in 'What to do if ...' document shared annually with staff and displayed in staffroom.

Complaints/Sanctions

- Staff to report any online safety concern following procedures set out in 'what to do if ...' document.
- Staff misuse must be reported to the HT
- Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school safeguarding procedures. Concerns over radicalisation/ extremism are dealt with in accordance to our Safeguarding and Extremism and Radicalisation policies.
- Serious issues involve police contact
- The school will work in partnership to resolve issues
- Sanctions include: interview by HT; inform parents/carers; removal of access

Teaching and Learning

- Clear, progressive online safety program forms part of the Computing curriculum. Skills and behaviours embedded in other appropriate curriculum areas (e.g. PSHE).
- Pupils taught
 - Critical awareness of material
 - Effective Internet research
 - Copyright respect
- Instruction must proceed access. Plans for internet use are age appropriate with clear objectives.

Staff

- Are provided with appropriate training.
- Sign acceptable use policy annually to accept terms of responsible internet use, which are displayed in the staffroom.
- Take responsibility for the safeguarding of pupils and follow appropriate procedures to report concerns. All are vigilant of radicalisation and extremism and equipped follow correct procedures if a concern arises.
- Are informed of internet monitoring.
- Professional conduct is expected. This includes the use of social media outside of school.