

Policy: Internet Safety Policy
SACC approval: March 2023
Ratified FGB: March 2023
Review: March 2026

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Internet Safety Policy

SCHOOL AIMS

At Holy Trinity Church of England Primary School our aim is to be an inspirational place of learning where:

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children

COMPUTING VISION

At Holy Trinity CE Primary School our vision for computing is that technology is an everyday tool where children can independently apply their computing skills across the curriculum to enhance learning.

This policy should be read in conjunction with the Acceptable Use Policy for staff and Governors.

INTERNET (See Appendix 3 and 4 for pupil rules for responsible use of the internet and computing)

- The purpose of the internet and the school website in school is to raise standards, to promote achievement, to support the professional work of staff and to enhance the school's management information systems.
- Internet access is an entitlement and a necessary tool for staff and pupils.
- The school has a duty to provide children with quality internet access as part of their learning experience.
- Pupils should where possible have equal access to computing within school.
- The school internet access will be designed for pupil use and will include filtering appropriate to the age of the pupils. The local authority monitors and allows access to appropriate sites.
- Pupils will be taught how to use the internet and websites safely and staff will guide pupils in online activities.
- Internet access will be planned to enrich and extend learning activities.
- The school website provides a safe secure environment to access appropriate websites that can support and extend learning.
- Provision is made for those pupils who do not have access to the internet or a computer at home through discussion with parents.

FILTERING & MONITORING

- Our internet is filtered by Sophos Web filter
- If staff or pupils discover unsuitable sites, the URL (address) should be reported to the subject leader and Headteacher who will inform the local authority and the broadband provider. (see Appendix 1). IT support at Charters School will be informed to add the URL to the filtered list.
- Where possible staff should view websites before using with the children.
- Pupils will be taught about Internet Safety through the computing curriculum, PSHE and RHSE sessions, planned assemblies and follow up work in the classroom. (See Appendix 3 and 4)

Child Protection / Designated Safeguarding Leads

All DSLs are trained in internet safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from: (See Appendix 2)

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying
- mobile phone sexting – sharing of inappropriate images

STAFF EMAIL

- Staff and Governors are supplied with a school email account. All school communications will be sent through the school email system and not through personal email accounts.

CONTENT OF WEBSITE

- The point of contact on the website is the school address, email and telephone. Staff and pupils home information will not be published.

***'I know that there is nothing better for people than to be happy and to do good while they live.'** Ecclesiastes 3:12*

- Photographs of pupils on the website will only be included where parents have given permission. Where photographs are used, they will not include names of individual pupils.
- Class pages on the school website will provide curriculum/timetable information for parents along with links to useful websites.
- The Home School Agreement has to be signed by both pupil and parent before login details are provided. Copies of the agreement are to be stored in the pupil's personal files.

BLOG

- Pupils will be encouraged to add comments to the school's secure blog on the school's website. Comments should always be moderated and approved by staff. Any unsuitable comment should be discussed with the pupil. Comments that are offensive should be logged in the office and access may be removed.

ACCESS

- The school will keep a record of all staff who have access to the school email or website. The record will be kept up to date so that if a member of staff or pupil leave access is withdrawn. The subject leader will keep this record.
- At Key Stage 1, access to the internet will be by adult demonstration and supervision at all times.
- Methods to identify, assess and minimise risk will be reviewed regularly.
- The Headteacher and subject leader will ensure that the Internet Safety Policy is implemented.
- Internet Safety guidance will be sent out to parents through the school website.
- A partnership approach with parents will be encouraged. This could include demonstrations, published materials and internet safety presentations held for parents.

FILTERING

- The school works in partnership with the local authority, Becta and the Internet Service Provider and the technician to ensure systems to protect pupils are reviewed and improved.

SECURITY

- All staff must be aware of and adhere to the Acceptable Use Policy and Internet Safety Policy.
- Policies will be agreed by Governors and available on the school's website.
- The school computing systems are reviewed regularly with regard to security supported by the local authority. Recommendations are acted on by the subject leader and technician.
- The technician will update the server so that only current staff and pupils have access to the school system.

TRAINING

A planned programme of formal internet safety training will be made available to staff and nominated governors. This will be regularly updated and reinforced. An audit of the internet safety training needs of all staff will be carried out regularly.

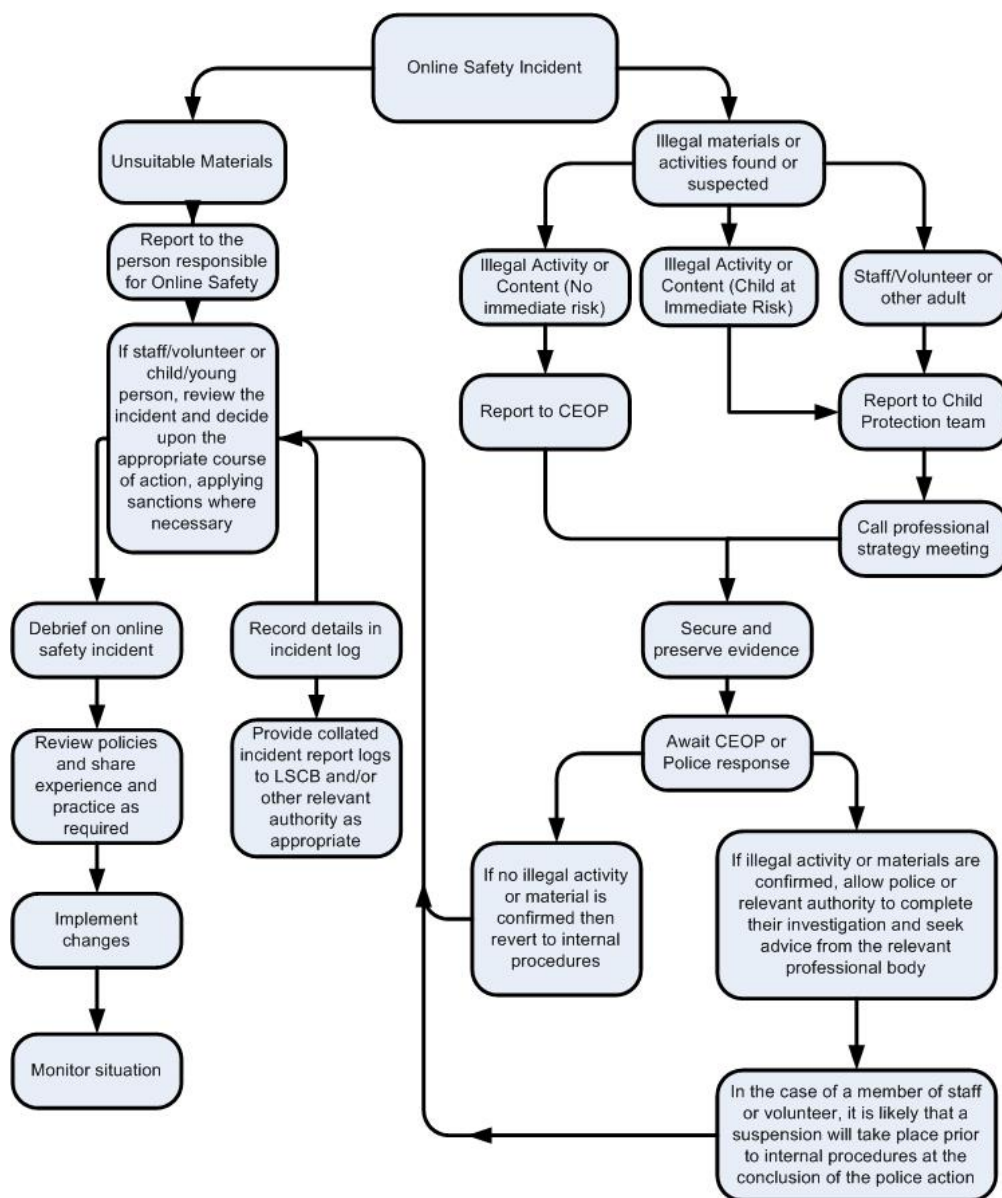
All new staff should receive internet safety training as part of their induction programme, ensuring that they fully understand the school Internet Safety Policy and Acceptable Use Agreements.

The Internet Safety Coordinator (Computing subject leader) will provide advice / guidance / training to individuals as required.

Illegal Incidents

If there is any suspicion that the website(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police. See Safeguarding and Child Protection Policy.

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Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff / governor involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being

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used for investigation. These may be printed, signed and attached to the report form (except in the case of images of child sexual abuse – see below)

- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does, then appropriate action will be required and could include the following:
 - Internal response or discipline procedures
 - Involvement by Local Authority or national / local organisation (as relevant)
 - Police involvement and/or action
- If content being reviewed includes images of child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
 - incidents of 'grooming' behaviour
 - the sending of obscene materials to a child
 - adult material which potentially breaches the Obscene Publications Act
 - criminally racist material
 - other criminal conduct, activity or materials
- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Standards, Achievements and Curriculum Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

Links to useful documents:

[DFE Teaching online safety in school](#)

[DFE Relationships Education, Relationships and Sex Education \(RSE\) and Health Education 2019](#)

[DFE Sexting Schools and Colleges](#)

[UKCCIS: Education for a Connected World](#)

Related policies:

Acceptable Use Policies

Safeguarding and Child Protection Policy

Staff Code of Conduct Policy

Mobile Phone Policy

GDPR Data Protection Policy

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Holy Trinity CE Primary School

Safeguarding Incident Report

Date:	Time:
Completed by:	Reported to:
Details of incident/concern:	
Actions to amend issue:	
signed:	

Holy Trinity CE Primary School

Internet Safety Incident Log

Details of ALL Internet Safety incidents to be recorded by the Computing Leader or Head Teacher. This incident log will be monitored termly. Any incidents involving Cyberbullying should also be recorded and reported to the Computing leader and Head Teacher for action.

Date & time	Name of pupil or staff member	Room and computer/ device number	Details of incident (including evidence)	Actions and reasons



FOUNDATION STAGE AND KS1 PUPIL RULES FOR ACCEPTABLE USE OF ICT AND THE INTERNET

COMPUTING AT SCHOOL

At Holy Trinity CE Primary School, we believe that computing and the Internet are very positive and powerful learning tools. Computing can make ideas clearer, it can make learning quicker, it can be fun, creative and be enjoyed either when working by yourself or with others.

We have computers, laptops, tablets, exciting software, digital cameras, video cameras, other special ICT equipment and Internet access which can all be used for your learning. Sometimes your teacher will tell you how to use these tools, and sometimes you will be encouraged to use them creatively by yourself or in a small group.

WHY WE NEED RULES FOR THE ACCEPTABLE USE OF ICT AND THE INTERNET IN SCHOOL

Our school wants you to be able to use computing equipment and the Internet creatively, responsibly and independently. These rules help you learn what you can do, and what you must not do, when using equipment and the Internet in school. They also help you to learn how to behave when out of school. Following the rules protects ICT equipment from damage, and keeps everyone safe and happy in school.

RULES FOR TAKING CARE OF ICT EQUIPMENT

- I will always be very careful when using any computing equipment.
- I will always leave a computing equipment as I found it.
- I will not share my login details with anyone outside school.
- I will report any warning messages I see on the screen to an adult.

INTERNET SAFETY RULES FOR KEEPING MYSELF AND OTHERS HAPPY AND SAFE AT SCHOOL WHEN USING COMPUTING EQUIPMENT, THE INTERNET AND EMAIL

- I must ask for permission to go on the internet and tell my teacher what I am going on.
- I will only look at or save pictures and text from the internet that is about my learning at school.
- If I see something on a computing device that I don't like, or upsets me, either at school or at home, I will tell an adult immediately.
- I will tell my teacher or parent straight away if anyone sends any upsetting messages to me on a computing device at school or at home.

- When using the internet, I will not give out my personal details or the personal details of anyone I know at school or at home.
- I will never arrange to meet a stranger through the internet or email.
- I will only use school computing devices when given permission and supervised by my teacher.
- I understand that everything I create or look at on a computing device leaves a 'digital footprint' that can be traced.
- I understand that the school monitors my use and can check my computer files and the websites I visit at any time.

TELL AN ADULT WHO WORKS IN SCHOOL STRAIGHT AWAY IF:

- **YOU ARE WORRIED ABOUT ANYTHING TO DO WITH THE INTERNET OR COMPUTING.**
- **YOU ARE WORRIED YOU MAY HAVE BROKEN A RULE.**

THE ADULT WILL LISTEN TO YOU AND HELP SOLVE YOUR PROBLEM.

IF I BREAK THE RULES:

I understand that if I break these rules on purpose then a sanction will be given in line with our school's Behaviour Policy.



KS2 PUPIL RULES FOR ACCEPTABLE USE OF COMPUTING AND THE INTERNET

ICT AT SCHOOL

At Holy Trinity CE Primary School, we believe that technology and the Internet are very positive and powerful learning tools. Computing can make ideas clearer, it can make learning quicker, it can be fun, creative and be enjoyed either when working by yourself or with others.

We have computers, laptops, tablets, exciting software, digital cameras, video cameras, other special computing equipment and Internet access which can all be used for your learning. Sometimes your teacher will tell you how to use these tools, and sometimes you will be encouraged to use them creatively by yourself or in a small group.

WHY WE NEED RULES FOR THE ACCEPTABLE USE OF COMPUTING AND THE INTERNET IN SCHOOL

Our school wants you to be able to use technology and the Internet creatively, responsibly and independently. These rules help you learn what you can do, and what you must not do, when using devices and the internet in school. They also help you to learn how to behave when out of school. Following the rules keeps everyone safe and happy in school and protects computing equipment from damage.

RULES FOR TAKING CARE OF COMPUTING EQUIPMENT

- I will always be very careful when using any computing equipment.
I understand that computing equipment is fragile and expensive.
I will carry portable computing equipment carefully with both my hands.
I will always leave computing equipment as I found it.
- I will only log on to the network with my own username and password.
I will not share my login details with anyone outside school.
- I will not change any settings on the device without permission from my teacher.
I will report any warning messages I see on the screen to an adult.
I will not attempt to by-pass the school's internet filtering system.
- I will not bring data-sticks into school without teacher permission.
If I have permission, I only use them on a device when my teacher is with me.

INTERNET SAFETY RULES FOR KEEPING MYSELF AND OTHERS HAPPY AND SAFE AT SCHOOL WHEN USING TECHNOLOGY, THE INTERNET AND EMAIL

- I will only use the internet and email when given permission and supervised by my teacher.
- I must ask for permission to search the internet.
- I will tell my teacher what I am searching for, and the words I am using to search with.
- I will only look at or download material from the internet that is appropriate to the work I am doing.
- If I see something on the device or internet that is inappropriate or upsets me, either at school or at home, I will report it to an adult immediately. Unfortunately, this can happen by accident and telling an adult can stop it happening again.
- I will only send emails to people approved by my teacher.
- I will only send messages that are polite and friendly.
- I will not open emails or attachments from people I do not know.
- I will immediately report to my teacher or parent any upsetting or bullying messages sent to me at school or at home.
- When using the internet or email, I will not give out my personal details or the personal details of anyone I know at school or at home. *(This includes full names, date of birth, house addresses, email/msn addresses, telephone numbers, name of my school, photos of myself or friends and family, banking details, diary dates).*
- I will not attempt to use social networking sites at school. These sites are blocked by the school's filter.
- I will never arrange to meet a stranger through the internet or email.

***'I know that there is nothing better for people than to be happy and to do good while they live.'* Ecclesiastes 3:12**

- On any device at both school or at home I will not:
create...show to others on screen...send...forward / pass on.....any material that would offend, upset or bully other children or adults at the school. *(This includes text, pictures, photos, video clips, animations, sound files or any other media)*
I understand that the school takes very seriously the cyber-bullying of any child or adult and must take strong action against it.
I understand that writing or sending hateful / threatening messages which upsets others is illegal.
- I will not upload any material on to the internet without my teacher first checking the content and giving me permission.
- I will respect the copyright of any material posted by others on the internet. If I use information from a website in my own work, I will type the web address on my work.
- I will not break the school's copyright by using the school logo, letterhead, or any other material produced by the school on paper, its network or website without permission.
- I will only use school digital and video cameras when given permission and supervised by my teacher.
- I will only take appropriate photos or videos of others or myself.
- I will respect the photos or videos I have taken of others, and only use these in my work at school.
- The school discourages children bringing mobile phones (or other hand held devices) into school. If I have a mobile phone or device I will keep it turned off whilst on the school premises (this includes the playground and playing field) and leave it in a specified box in the office during the school day. I understand that I am responsible for my own mobile phone.
- I understand that everything I create or look at on a computer leaves a 'digital footprint' that can be traced.
- I understand that the school monitors my use and can check my computer files and the websites I visit at any time.

TELL AN ADULT WHO WORKS IN SCHOOL STRAIGHT AWAY IF:

- **YOU ARE WORRIED ABOUT ANYTHING TO DO WITH THE INTERNET OR COMPUTING.**
- **YOU ARE WORRIED YOU MAY HAVE BROKEN A RULE.**

THE ADULT WILL LISTEN TO YOU AND HELP SOLVE YOUR PROBLEM.

IF I BREAK THE RULES:

I understand that if I break these rules on purpose then a sanction will be given in line with our School's Behaviour policy.

If it is very serious the Headteacher will act immediately and ask your parents, or carers, to come into school.

At this meeting your behaviour and any further sanctions which may need to be taken will be discussed.

Internet & Computing Consent Form

Pupil's Name:	
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As the Parent or legal guardian of the above pupil, I give permission for my child to have access to the internet and computing facilities at Holy Trinity CE Primary School.

I'm aware of the Internet Safety Policy of the school (available on the school's website).

I understand the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate content. These steps include using a filtered internet service, employing effective teaching practice and delivering Internet Safety sessions regularly equipping pupils with knowledge of how to stay safe and report concerns.

I will support the school by promoting safe use of the internet and technology at home and will inform the school if I have any concerns over my child's online safety.

Please tick below as appropriate:

I agree that my child will follow Holy Trinity's rules for responsible use of the internet and computing as outlined in our school's Internet Safety Policy.	☐
I do not agree that my child will follow Holy Trinity's rules for responsible use of the internet and computing as outlined in our school's Internet Safety Policy.	☐

Signed:	
Date:	