



# Northgate Primary School

## **Acceptable Use of Internet and Online Safety Policy**

The use of technology has become an integral part of life in the 21<sup>st</sup> century, and opens up the world of global communication, creativity and information for our children and young people, both inside and outside of school. The internet is a powerful tool that can be harnessed to facilitate learning opportunities, promote pupil achievement and support the professional work of teaching and administration staff. All staff and students are entitled to safe internet access.

### **Regulation**

As with many technologies, the use of the internet presents risks as well as benefits.

- Access to the school internet comes through Norfolk County Council and their Internet Service Provider uses a filtering system that will block access to inappropriate sites, protecting children from harmful content (for example, terrorist and extremist materials.)
- Staff are responsible for evaluating technology and online resources before children access them.
- Any inappropriate sites are reported to a DSL and to ICT Shared Services via the Computing Subject Coordinator or the headteacher.
- For their safety, children are reminded that their use of the internet is monitored, and any work can be accessed by staff at all times.
- All staff complete the 'Annual Certificate in Online Safety for Teaching Staff' training provided by The National College.
- All staff read the 'Keeping Children Safe in Education (KCSIE)' document at the start of the academic year which contains updates on online safety.

### **Online safety**

- Northgate Primary is committed to keeping children safe online. The school understands that it is the responsibility of everyone - staff, school committee, parents and, increasingly, the children themselves - to promote and ensure safe use of the internet.
- Through the Computing Curriculum, children are taught to understand the benefits and risks of using the internet. Pupils are taught to report anything that is unpleasant or makes them feel uneasy. However, the school recognises that Online Safety needs to permeate all lessons, not just Computing, so that pupils have a deep and broad understanding of using the internet safely.
- Any safeguarding issues regarding online safety are logged and reported to a DSL and passed on to the Computing Subject Coordinator.

### **Risk Assessment**

- Emerging technologies will be appraised for educational value and risk assessed before they are used in school.
- A regular virus check is done in school, as well as a regularly updated firewall in use.

Children are discouraged from bringing in devices from home.

- Every precaution is taken to ensure that children and staff have safe access to the internet. However, due to the ever-evolving nature of the internet, it is impossible to guarantee that unsuitable material will never occur. Neither the school nor Norfolk County Council can accept liability for any such material.

### **Computing curriculum**

- The school is committed to providing pupils with the computing experience and skills required for striving in our technically advancing world. Digital literacy is implemented across the school through cross-curricular learning.
- In line with the National Curriculum, pupils are taught creative, analytical and responsible ways to use digital technology. Lessons are planned by teachers, following the scheme of work and with the support of the Computing Subject Coordinator, to provide rich learning opportunities and the school celebrates the success of children's use of ICT.
- At KS1, access to the internet will be by adult demonstration, or through directly supervised use of pre-approved material.
- At KS2, use of searching online is directed and for a specific purpose. Suitable sites are listed to promote efficient and safe use of the internet, and children are encouraged to report any concerns immediately to the class teacher.
- Children are taught to acknowledge the source of any information they use, and that directly copying content without stating the source is plagiarism / an infringement of copyright.

### **Personal information**

- As part of online safety, children are taught to keep their personal information private.
- Children use individual usernames and passwords appropriate to their key stage to log-in to the school system and the Purple Mash platform.

### **Mobile phones**

- Staff must use a school phone where contact with parents/pupils is required.
- Staff will keep personal phones out of sight of children. They must not be used in teaching sessions, but can be used in the staffroom at break times.
- Staff will not use their personal phone for photos or the internet while in a teaching session.
- Pupils are allowed to bring mobile phones to school solely for use on their journey to and from school. Once at school, phones will be switched off and handed in to the class teacher to only be returned at the end of the day.

### **School website**

- The school's website provides information about the school, provides support content for parents and is a platform for celebrating the children's work.
- Written permission is obtained from parents or guardians before photographs of pupils are used online.
- The school's IT network manager, alongside designated staff, are responsible for updating the school's website to ensure accurate and appropriate content. No personal information will be published.

### **Staff use of internet**

- Every year, all staff are required to read the [Code of Conduct for Employees](#) before

using any school technology and internet access and sign the Kingfisher Schools Trust Acceptable Computer and Internet Use Policy.

- Any concern about misuse of the internet by a member of staff will be reported to the headteacher.
- The school committee requests that staff keep their personal use of computing equipment to a minimum.
- Staff are reminded of their professional responsibility in using the internet and social media accounts connected to the school (see Social Media Policy).

### **School rules and sanctions**

- All children are made aware of how to use the internet safely and appropriately. When children start school they have the guidelines for Acceptable Use of the Internet read to them and their parents sign an agreement on their behalf. A new agreement is signed by the children themselves when they start in Y3. Reminders of the agreement are sent out to parents every year.
- The guidelines for Acceptable Use of the Internet are written as school rules (**Rules for Responsible ICT and Internet Use**) and displayed around the school.
  1. I will only visit websites or search engines that an adult has said I can use.
  2. I will keep my personal details private (including passwords).
  3. I will leave digital devices at home.
  4. I know that an adult can look at my work or the sites I visit.
  5. I know not to use chat rooms or speak to anyone online that I've not met.
  6. I will always tell an adult if I see anything online that is unpleasant or that makes me uneasy.
  7. If I break any of these rules, I might be stopped from using technology or the internet.
- Any misuse of the internet or technology by a pupil may result in sanctions being taken, including the removal of access to the internet. When applicable, additional disciplinary action or police/LA involvement might be necessary.

### **Parent information**

- Parents can obtain a copy of the Acceptable Use of Internet and Online Safety Policy from the school office and it is published on the school website.
- The school strives to support parents as their children access the internet at home.
- A list of websites that provide advice and support include:

<https://nationalonlinesafety.com/>

<https://www.thinkuknow.co.uk/>

<http://www.childnet.com/>

<https://www.internetmatters.org/>

<https://www.getsafeonline.org/>

- A link to the government recommendation for online safety, and how to report concerns, can be found here:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/490001/Social\\_Media\\_Guidance\\_UKCCIS\\_Final\\_18122015.pdf.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/490001/Social_Media_Guidance_UKCCIS_Final_18122015.pdf.pdf)

**Equal opportunities**

- All pupils have equal access to ICT. Additional support for individual children will be discussed with the SENDCO and Computing Subject Coordinator so that their educational needs are met.

Northgate Primary School  
Policy Statement for Acceptable Use of Internet and Online Safety

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