

# CLOCKHOUSE PRIMARY SCHOOL



## Safe Use of the Internet Policy

### Mission Statement

**Our School - A family and a home for everyone**

**Working and Learning together to be the best that we can be**

### Our Vision

We are not just a school, we are home!

We lay the foundations for each individual's future and for dreams to be fulfilled - whatever they may be.

No two bricks are the same but are accepted for their uniqueness and are placed in their own special way to meet their needs.

The cement bonds us together as a family to keep us strong, stable and safe.

We are all safe and happy under one roof, we are protected from the elements and prepared to weather every storm.

The key to success unlocks the door to future achievements unseen before.

The windows show us the reflections of our future self as ready, respectful and responsible adults.

Collaboratively, together our home is decorated with challenge and the rooms are furnished with fun.

All around, a variety of trees grow naturally from the seed of success, with nurture and care anything is possible.

So we are not just a school, we are a home that provides a champion for all as well as timeless experiences and skills for a brighter future.

And that is why we are called Clockhouse.

Ring the bell, we're always here!

### School Aims

- To enable all children, members of the school community and the wider community to contribute to school life.
- To promote high standards and provide opportunities for all to achieve their full potential.
- To encourage a sense of self-worth and confidence empowering children to fulfil a contributing role in society.
- To create a diverse and challenging learning environment in which children are cared for and feel safe.
- To provide leadership and management which focuses on raising standards and promoting the personal development and well-being of all members of the school community.

### Rationale

At Clockhouse Primary School we believe that the internet is a powerful resource which can enhance and potentially transform learning and teaching when used effectively and appropriately.

The school provides pupils with opportunities to use the many resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them. This policy sets out the practices for the safe and effective use of the Internet in Clockhouse Primary School and its implementation is supported by the various appendices attached to this policy.

### Code of Safe Practice:

When using the Internet (including email systems), all users are required to comply with all relevant legislation. The schools *Acceptable Use Policy* (staff members and supply) (**Appendix 1**), as well as the *12 rules for Responsible ICT use*, make explicit what is considered safe, acceptable practise and what is not.

### Pupils Code of Practice:

- All pupils' access to the Internet is through a filtered service provided by LGfL, which should ensure that educational use of resources is done so in a safe and secure way which protects users and the system from abuse.

- Parental permission is sought from parents when their child starts at the school before pupils can access the Internet.
- Children to sign an acceptable use policy outlining the rules when using the internet and how to be safe online.

In addition, the following key measures are adopted by the school to further ensure our pupils do not access material considered to be inappropriate:

- Online safety guidance is presented on laptop screens.
- Online safety guidance is displayed in the Computing Suite in KS1.
- Children's computing work of online safety is promoted.
- Documentation associated with the use of the Internet is reviewed on a regular basis.
- Every effort is made to ensure that pupils using the Internet do so in a highly-visible area of the school / classroom.
- Children who are to have access to the internet must understand the basic conventions and navigation techniques before going online and accessing material.
- Online activity is for appropriate educational purposes and is supervised.
- The school provides a managed system and pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group.
- Pupils in Key Stage 1 and 2 are educated in the safe and effective use of the Internet through a planned program of Online Safety education.
- Staff and children must ensure terminals or lap tops are logged off (or hibernated) when left unattended.

Whilst a rigorous approach, to ensure appropriate and acceptable use of the Internet, is undertaken by all pupils, this cannot always be totally effective and the school cannot accept liability under such circumstances.

The Headteacher will be made aware of any incidents of Internet misuse or use that may in some way harm pupils. Pupils will be spoken to about this in a sensitive manner and where necessary parents / carers will be contacted to inform, and if necessary, discuss the incident further.

Any incidents involving child protection issues will be dealt with in accordance with the school's Child Protection Policy.

### **Staff Code of Practice**

In addition to signing their agreement to the *Acceptable Use Policy (Appendix 1)*, staff members are also required to adhere to the following school procedures:

- Pupils accessing the Internet will be supervised by an adult at all times.
- Staff are responsible for ensuring that all pupils are aware of the rules for the safe and effective use of the Internet.
- Regular training regarding child protection and keeping children safe online.
- All pupils using the Internet have written permission from parents / carers.
- Any websites used by pupils will be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school Acceptable Use Policy will be reported immediately to the Headteacher.
- In the interests of system security staff passwords will only be shared with the network manager.
- Staff are aware that the LGfL filtering system tracks all Internet use and records the sites visited.
- Teachers should be aware of copyright and should ensure not to download or use any materials which are in breach of this.
- Adults need to help children and young people prepare for the hazards of using technology while promoting learning and social opportunities.

### **Online Safety Awareness**

At Clockhouse Primary School, we believe that, alongside having an Internet Safety Policy and supporting documentation, it is essential to educate all users in the safe and effective use of the Internet.

We take active steps in ensuring that education, in appropriate, effective and safe use of the Internet, as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

Education in Online Safety takes the following forms across the school:

- **Online Safety Awareness for Pupils**

Rules for the acceptable use of the Internet are discussed with all pupils and are displayed in classrooms. In addition, Key Stage 1 and 2 pupils follow a structured programme of Online Safety training using a range of resources to support this. The children listen to Online Safety tips as part of their Computing lesson to remind them of the expectations when using the internet.

- **Online Safety Awareness for Staff**

The Computing Leader keeps informed and updated on issues relating to Online Safety and attends appropriate courses. There is a systematic approach for the training of staff, which is disseminated on a regular basis.

- **Online Safety Awareness for Parents / Carers**

Parental permission is sought from parents when their child starts at the school before pupils can access the Internet using the school Online Safety Agreement.

Parents are invited to Online Safety meetings, when required, where Online Safety is discussed with parents / carers as well as an Internet hints via social media being given to parent/carers to support this further.

### **Social Networking Software**

Chatrooms, Blogs and other social networking sites are blocked by the LGfL filtering system so pupils do not have access to them within the school environment. However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through the Online Safety curriculum that is delivered to all children in Key Stages 1 and 2.

Instances of online bullying of pupils or staff are regarded as serious offences and dealt with in accordance with the school's Behaviour and Discipline Policy and Child Protection procedures.

Pupils are also made aware that any misuse of mobile phones, websites or e-mail should be reported to a member of staff immediately.

- If examples of misuse concerning online safety are brought to the schools' attention, there will be two members of staff present to witness the evidence before reporting back to the responsible adult or parent/carer.

### **Monitoring and Review**

At Clockhouse Primary School we are aware of the need to systematically review and evaluate the school's Safe Use of the Internet Policy in order that we take account of new initiatives, revised Local Authority procedures and Government Legislation. This will be undertaken by the Leadership Team and/or Subject Leaders, as appropriate.

During the review, consideration will be given to:

- How effective the procedures outlined within the policy are in promoting safe practice within our school.
- The views of staff, pupils, parents, and Governors.

Policy and practice will be adapted in accordance with review findings.

*This policy has been reviewed and no individual or group are disadvantaged by the policy or process therein.*

**Date Reviewed:** Autumn 2024 (AUP updated 2025)

**Review Date:** As required / within the next 2 years

# CLOCKHOUSE PRIMARY SCHOOL

## Acceptable Use Policy

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### What is an Acceptable Use Policy?

We ask all children, young people and adults involved in the life of Clockhouse Primary School to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually, and staff will be asked to sign it upon entry to the school and every time changes are made. All staff (including support staff), governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy.

If you have any questions about this AUP or our approach to online safety, please speak to Mrs Savidge – Headteacher.

### What am I agreeing to?

These rules will help to keep everyone safe and to be fair to others.

1. I have read and understood Clockhouse Primary School's full Online Safety policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils/students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay as outlined in the Online Safety Policy.
2. I understand online safety is a core part of safeguarding and part of everyone's job. It is my duty to support a whole-school safeguarding approach and to learn more each year about best-practice in this area. I have noted the section in our online safety policy which describes trends over the past year at a national level and in this school.
3. I will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult) and make them aware of new trends and patterns that I identify.
4. I will follow the guidance in the Safeguarding and Online Safety policies for reporting incidents (including for handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media)
5. I understand the principle of 'safeguarding as a jigsaw' where my concern or professional curiosity might complete the picture; online-safety issues (particularly relating to bullying and sexual harassment and violence) are most likely to be overheard in the playground, corridors, toilets and other communal areas outside the classroom. understand the sections on.
6. I will take a zero-tolerance approach to all forms of child-on-child abuse (not dismissing it as banter), including bullying and sexual violence & harassment – know that 'it could happen here'! If I am unsure how to address any issues, I will seek support from the DSL.
7. As a member of staff, I may occasionally use personal phones to capture photos or videos of pupils, but these will be appropriate, linked to school activities, taken without secrecy and not in a one-to-one situation, and always moved to school storage as soon as possible, after which they are deleted from personal devices or cloud services
8. I will be mindful of using appropriate language and terminology around children when addressing concerns, including avoiding victim-blaming language.
9. I will identify opportunities to thread online safety through all school activities as part of a whole school approach in line with the RSHE curriculum, both outside the classroom and within the curriculum, supporting curriculum/stage/subject leads, and making the most of unexpected learning opportunities as they arise (which have a unique value for pupils).
10. When overseeing the use of technology in school or for homework or remote teaching, I will encourage and talk with pupils about appropriate behaviour and how to get help and consider potential risks and the age-appropriateness of websites (find out what appropriate filtering and monitoring systems are in place and how they keep children safe).
11. I will check with the Headteacher / Online Safety Lead if I want to use any new platform of app that has not already been approved by the school, to ensure this is quality assured.
12. I will follow best-practice pedagogy for online safety education, avoiding scaring and other unhelpful prevention methods.
13. I will prepare and check all online sources and classroom resources **before** using them, for accuracy and appropriateness. I will flag any concerns about "overblocking" to the DSL.
14. I will carefully supervise and guide pupils when engaged in learning activities involving online technology, supporting them with search skills, critical thinking, age-appropriate materials and signposting, and legal issues such as copyright and data protection.
15. I will physically monitor pupils using online devices in the classroom to ensure appropriate and safe use.
16. During any periods of remote learning, I will not behave any differently towards students compared to when I am in school and will follow the same safeguarding principles as outlined in the main child protection and safeguarding policy when it comes to behaviour, ways to contact and the relevant systems and behaviours.
17. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.
18. I know the filtering and monitoring systems used within school and the types of content blocked and am aware of the increased focus on these areas in KCSIE. If I discover pupils or adults may be bypassing blocks or accessing inappropriate material, I will report this to the DSL without delay. Equally, if I feel

that we are overblocking, I shall notify the school to inform regular checks and annual review of these systems.

19. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology both in and outside school, including on social media, e.g. by not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
20. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same to the headteacher.
21. If I already have a personal relationship to a pupil or their family, I will inform the DSL/Headteacher of this as soon as possible.
22. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am ever not sure, I will ask first.
23. I will not use any new technology or download any apps without agreement from the Headteacher / Online Safety Lead.
24. I will not use a mobile hotspot to provide internet to any device I use in school.
25. I agree to adhere to all provisions of the school's Cybersecurity and Data Protection Policies at all times, whether or not I am on site or using a school device, platform or network.
26. I will never use school devices and networks/internet/platforms/other technologies to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
27. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature. I understand that any breach of this AUP and/or of the school's full Online Safety Policy may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.
28. I will only use AI platforms that have been authorised for use (including those used with pupils and to support administrative tasks), and I will ensure that any use of these platforms is transparent, responsible, appropriate, legal and ethical. I will ensure that I abide by all data protection legislation in relation to using these platforms.

*This policy has been reviewed and no individual or group are disadvantaged by the policy or process therein.*

Date Reviewed: **Autumn 2024**

Review Date: **Autumn 2025**

# CLOCKHOUSE PRIMARY SCHOOL

## Acceptable Use Policy – User Signature

I agree to abide by all the points above.

I have read, understood and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read and understand the school's most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: ..... Date: .....

Full Name: .....(printed)

Job title: .....

School: .....

## Authorised Signature - Headteacher

I approve this user to be set-up on the school systems relevant to their role

Signature: ..... Date: .....

Full Name: ..... (printed)

Role: .....