

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 2026 (AUP updated 2026)

Review Date: As required / within the next 2 years

CLOCKHOUSE PRIMARY SCHOOL

Acceptable Use 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.

What is an Acceptable Use Policy?

We ask everyone involved in the life of Clockhouse Primary School 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, governors and volunteers are asked to read, understand, follow, and sign it when starting at the school and whenever changes are made and at least annually. 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?

By signing this document, I agree to the following:

1. Safeguarding and Reporting

- I have read and will follow the school's Online Safety policy which can be found on the School's Website and KCSIE Part 1.
- I understand that online safety is a core part of safeguarding. I will report any concerns, inappropriate behaviour, or child-on-child abuse to the Designated Safeguarding Lead (DSL) / Headteacher (in the case of concerns about colleagues) immediately.
- I will use supportive, practical methods to teach online safety and will avoid victim-blaming language.
- I will follow best-practice pedagogy for online safety education, avoiding scaring and other unhelpful prevention methods.

2. Device, System and Data Security

- I will keep my passwords secret, use Multi-Factor Authentication (MFA) where required, and lock my screen when leaving my device unattended.
- I will check with the Computing Lead if I want to use any new platform or app that has not already been approved by the school, to ensure this is quality assured.
- I will report any accidental data leaks or suspected phishing emails to the Headteacher and School Business Manager immediately as per the school's Cybersecurity and Data Protection Policies, without fear of penalty.
- I will not attempt to bypass the school's security, filtering or monitoring systems.
- I will not use a mobile hotspot to provide internet access to any school device.
- I understand that all my activity on school systems and devices is monitored and can be reviewed by authorised staff.

3. Professional Conduct and Communication

- I will use only official approved platforms for school business and communication. I will not use personal email or personal social media for school purposes. I will only use WhatsApp in line with school policy.
- I will never contact pupils through personal channels and will report any pupils who attempt to do so.
- I will maintain a professional online presence, review my privacy settings, and refrain from posting negative or threatening comments.
- I will disclose any pre-existing personal relationships with pupils or their families to the DSL/Headteacher as soon as possible.

4. Photos, Video and AI

- I will keep my personal mobile phone turned off / on silent and out of sight when in the presence of children.
- I understand it is forbidden to take secret photos, videos or recordings of teachers or pupils, including remotely, with any device. Other personal recording devices and wearable technology such as smart glasses are not permitted in school without written permission from the Headteacher.
- I will only use pre-approved Artificial Intelligence (AI) platforms via my school email account, ensuring my use is ethical, legal, and transparent.
- I will always check the accuracy, quality, and safety of any Gen AI outputs, including from search engine results, before sharing with others, especially children.

5. Supervising Pupils

- I will physically monitor and guide pupils when they are using devices or the internet in the classroom.
- I will prepare and check all online resources and videos for appropriateness (including checking for adverts) before showing them to pupils.
- I will educate pupils about online risks, critical thinking, and the "4 Cs" of online risk: Content, Contact, Conduct, and Commerce.
- I will make the most of teachable moments as they arise in the classroom to promote online safety and digital literacy.

6. Acceptable Use

- I will never use school devices or networks to access illegal, extreme or inappropriate material.
- I will not support or promote extremist organisations or materials.

- I understand that failure to comply with this agreement could lead to disciplinary action.

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

Date Reviewed: **Autumn 2026**

Review Date: **Autumn 2027**

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: