Woodcroft Primary School's Internet & E-Safety Policy

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Co-ordinator responsible for the policy in consultation with the staff and governors:

Computing Lead

Reviewed: May 2025
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Introduction

This E-Safety and Internet Policy is for Woodcroft Primary School. Staff are required to read the Code of Conduct attached to this policy, which are filed by the Admin Manager in the office. All pupils agree to the "Responsible use of School's Internet and Computer use" document that is available on the school's website, as part of the Home School Agreement that is sent home and signed by both parent and child when children first join the school.

The Computing and E-Safety lead for Woodcroft Primary School is Barry Fanning.

Why Internet use is important

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. It is used to raise educational standards, to support the professional work of staff and to enhance the school's management information and business information systems.

Internet access is an entitlement for students who show a responsible and mature approach to its use.

Internet use will enhance and benefit learning

Woodcroft Primary schools' Internet access is provided by Hampshire County Council and includes filtering appropriate to the age of pupils. The internet provider is reviewed annually and maybe subject to change.

Staff will be made aware of and pupils will be educated, in the safe use of the internet. Clear boundaries will be set and discussed with staff and pupils for the appropriate use of the internet and digital communications.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will access the Learning Platform through safe internet use at home.

Benefits of using the internet in education include:

- Access to world-wide education resources
- Inclusion in government initiatives
- Cultural, vocational, social and leisure use in libraries, clubs and at home
- Access to experts in many fields for pupils and staff

- Staff professional development through access to national developments, educational materials and good curriculum practice
- Communication with support services, professional associations and colleagues, improved access to technical support including remote management of networks

Pupils will be taught how to evaluate Internet content

Woodcroft Primary School will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

If staff or pupils discover unsuitable sites the URL address and content *must* be reported to the Computing Leader, who will report it to the Internet Service Provider. Pupils must inform the first available adult if they find unsuitable sites.

Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

Published content and the school web site

The contact details on the school's website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The Headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

Pupils' full names will not be used anywhere on either website or learning platform including in blogs, forums or wikis, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school's website.

Managing Internet Access

Information system security

Woodcroft Primary School's ICT systems capacity and security will be reviewed and Virus Protection will be installed and updated regularly. Security strategies will be discussed with our IT provider, *Rocket Computer Services*.

Any form of bullying or harassment is strictly forbidden. Members of staff should not engage in direct communication (in or out of school) of a personal nature with a pupil who is not a member of their direct family.

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

All staff must read the *Staff Acceptable Use Policy* and *code of Conduct for ICT* before using any school ICT resource, including any laptop issued for professional use.

Staff may use photographic or video devices to support school trips and curriculum activities.

The downloading of audio or video is not permitted, without prior permission of the Head Teacher. Audio or video files may only be downloaded if they relate directly to the current educational task being undertaken.

Parents will be informed that pupils will be provided with supervised internet access, and pupils will not be allowed to use computers with internet access before or after school unless they are directly supervised by an adult.

Woodcroft Primary School's will work in partnership with Rocket Computer Services and Hampshire County Council to ensure systems to protect pupils are reviewed and improved.

Pupils will be taught never to give out personal details of any kind which may identify them or their location, and Hampshire County Council will block access to social networking sites within their school sites. Pupils must not place personal photos on any social network space provided in the school learning platform. Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications. Students will also be taught to only invite known friends and deny access to others and how to report abuse and who they should report abuse to.

Contact Details for Social Network sites	
The UK Safer Internet Centre works with the social networking sites to disseminate their safety and reporting tools. http://www.saferinternet.org.uk/	Useful Links
Facebook	Read Facebook rules, report to Facebook http://en-fb.facebook.com/help/1814959686485577/
Instagram	Read Instagram's rules, Instagram Safety Centre, report to Instagram https://help.instagram.com/
Kik Messenger	Read Kik's rules, Kik Help Centre, report to Kik https://kikinteractive.zendesk.com/anonymous_requests/new
Snapchat	Read Snapchat rules, read Snapchat's safety tips for parents, report to Snapchat https://support.snapchat.com/ca/abuse
Tumblr	Read Tumblr's rules, report to Tumblr https://tumblr.com/help
Twitter	Read Twitter's rules, report to Twitter https://support.twitter.com
Vine	Read Vine's rules, report to Vine https://support.twitter.com/forms/vine
YouTube	Read YouTube's rules, youtube Safety Centre, report to YouTube https://www.youtube.com/t/contact_us

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden. The Home School Link Worker is issued with a school phone where contact with pupils and their parents is required.

Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the School nor Hampshire County Council can accept liability for the material accessed, or any consequences of Internet access. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks are reviewed regularly by either the Head Teacher or the Computer Leader. The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective. They will also ensure that software is monitored and appropriate procedures are on place to highlight when action needs to be taken.

Handling e-safety complaints

Any complaints of Internet misuse must be referred to the Head Teacher, or the Chair of Governors if the complaint involves the Head Teacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures. Pupils and parents will be informed of the complaints procedure, which can also be found on the schools' website. Discussions will be held with the PCSO to establish procedures for handling potentially illegal issues.

Community use of the Internet

All use of the school Internet connection by community and other organisations will be in accordance with the person or persons complying with the School's e-safety policy.

Communications Policy

Introducing the e-safety policy to pupils

E-safety rules are shared in the ICT Suite, lessons and all networked rooms across the

school and pupils of Woodcroft Primary School will be informed that network and Internet use will be monitored. Each year there will be a dedicated opportunity where every pupil will be taught about the potential dangers while they are online at an age appropriate level.

Staff and the e-Safety policy

All staff within the school will be given the School e-Safety Policy and its importance explained. Staff should be aware that Internet traffic can be monitored by the Head Teacher and traced to the individual user. Discretion and professional conduct is essential. Staff development in the safe and responsible internet use, and on school internet policy will be provided as required.

Enlisting parents' support

Parents and carers' attention will be drawn to the School E-Safety Policy in newsletters and on the school's website.

Internet issues will be handled sensitively to inform parents without undue alarm and the school's websites will promote safe internet use. By signing the annually Home School Agreement parents and carers are agreeing to the acceptable use of this policy on behalf of themselves and their child(ren).

Social Media Guidelines

Guidelines for Staff

- Photographic material and/or video footage that includes pupils must NOT be taken using PERSONAL equipment (e.g. mobile phones, cameras, iPads, tablets or camcorders).
- Remember posts/tweets/blogs are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- Wall posts and descriptions should portray you in a professional manner.
- Do not post personally identifiable pupil information of any kind.
- No tagging of other staff without their permission.
- Do not post confidential information about pupils, staff or the school.
- Use of profanity or threatening language is forbidden.
- Under no circumstances should negative comments be made about pupils, parents or staff.
- Be respectful of the opinions of others in your posts or comments.
- Do not post personal information about current or past members of staff.
- Do not post your personal information on the school social media platforms.
- When posting personal opinions please remember that you are representing the school.
- Passwords and other login information must be confidential at all times.
- Staff are advised to ensure privacy settings of their personal social media accounts/pages are limited to friends.
- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- When using a hyperlink, be sure that the content is appropriate. Always view where the hyperlink takes you before you share it.
- Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online.
- Research conducted via the internet should be appropriately cited, giving credit to the original author.
- The whole school community should understand that any form of cyber bullying to a pupil, parent or member of staff that is witnessed should be reported to a member of staff at the first possible convenience as it will not be tolerated. If it is possible to take a screen shot of the material this would aid the school to deal with the matter promptly.
- Do not comment or message content creators on their posts, in a way that may then identify children at Woodcroft Primary School, as this may cause a safeguarding risk.

Guidelines for Pupils

- While using social media or any website do not post photographs of other pupils or tag other pupils without their permission.
- Only school-related content is permitted. Content relating to personal issues or concerns is not permitted and may be removed by the administrator of the page or a member of staff.

- Do not engage in any abusive, threatening, unkind or bullying behaviour.
- Under no circumstances should negative comments be made about other pupils, staff or parents.
- Your online behaviour should be respectful of the opinions of others in your posts or comments.
- Users should not take credit for things they did create themselves, or misrepresent themselves as an author or creator of something found online.
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Guidelines for Parents

- It is the responsibility of parents/carers to monitor their child's activities on social media.
- While using social media or any website do not post photographs of anyone else's children without their permission.
- Do not use profanity or engage in abusive, threatening or bullying behaviour.
- Only school-related content will be permitted. Content relating to personal issues or concerns is not permitted and may be removed by the administrator of the page or a member of staff.
- Under no circumstances should negative comments be made about pupils, staff or other parents.
- Be respectful of the opinions others in your posts or comments.
- Users should not take credit for things they did create themselves, or misrepresent themselves as an author or creator of something found online.
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