Hingham Primary School

Internet Access Policy

Formally adopted by the Governing Body/ Trust of:-	Hingham Primary School
On:-	February 2023
Chair of Governors/Trustees:-	Susan Gothard
Review date:-	February 2025

Whole School Policy and Guidelines for Internet Access

The Internet is a valuable learning tool for adults and children alike. At Hingham Primary School, we encourage the use of the Internet to support and enhance children's learning and skills development. It is important that we acknowledge that the Internet is a tool to enhance learning and as such needs to be used appropriately to maximize its full potential. It is important to be aware of the critical part that the Internet and communications technology plays in life long learning and the requirements of future employment.

This policy aims to support and guide the use of the Internet within the school environment and give guidelines for the external use, such as the home environment.

The Internet Access Policy has been written in conjunction with school staff and shared with parents and carers. It has been approved by governors.

The statutory requirement for Computing in the National Curriculum 2014 states:

Computing also ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas through, information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.

KS1

- *use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies*

KS2
- *understand computer networks, including the internet; how they can provide multiple services, such as the World Wide Web, and the opportunities they offer for communication and collaboration*
- *use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content*
- *select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information*
- *use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.*

The purpose of Internet access in school is to learn aspects of the computing curriculum, to support the broader curriculum, to support the professional work of staff and to enhance the school's management, information and business administration system.

Hingham Primary School Website

The school website is hosted by Primary Site and managed by school staff, overseen by the headteacher.

- Photographs and videos may be used on the website but must not identify individual pupils using their full name.
- Parents will be asked to give written permission at the beginning of the year before photographs of pupils are published on the school Website.

Aim for the use of the Internet at Hingham Primary School

To give children and staff the opportunities to:

- have access to world-wide educational resources including museums and art galleries;
- to enable remote education when necessary
- participate in government initiatives
- gather information and have cultural exchanges between students world-wide;
- participate in staff discussions with experts in many fields;
- to enable the professional development of staff by providing access to educational materials and good curriculum practice;
- for staff to communicate with the advisory and support services, professional associations and colleagues;
- to allow for the exchange of curriculum and administration data with Norfolk LA and the DfE.

Managing the use of the Internet

- Pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a permission form at the beginning of the school year for their child to access the Internet within school.
- Responsibility for handling incidents will be in line with safeguarding procedures.
- SMART posters will be available in classrooms to remind children and adults of safe access.
- Online safety resources/reminders will be shared regularly with parents, carers and children.
- Our internet supplier, Updata, provides a filtering service that manages access automatically to many inappropriate sites.
- Children's profiles have further restrictions set up when they log in.

Planning and use of the Internet at Hingham Primary School

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;

- Pupils will be given clear objectives for Internet use;
- Staff will select sites where appropriate dependent on pupils' age and maturity;
- Pupils will not be allowed to access public chat rooms;
- Pupils using the Internet will be appropriately supervised;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via JC Comtech / Headteacher.

School and Home Links

Parentmail is used to communicate with every child's home(s). It is essential that all parents/carers aim to have access to this and inform office staff if this is not possible. Office staff, teachers and teaching assistants will use this to communicate information, diary dates and home learning materials. We do not send home paper letters unless specifically requested.

Hingham Primary School has a school Twitter account. Parents and carers are invited to follow the school.

Links between home and school using Microsoft Teams has proved essential for remote learning, training/meetings for staff and Parent and Carer meetings.

Parents and carers have access to a class email address to contact teachers about their child's learning and wellbeing.

Children may be asked to use the internet to research and support work being undertaken in the classroom. It is important that parents help their children to do this responsibly. Therefore, it is advised that (appropriate to age and maturity of child):

- Children should not access the Internet unsupervised;
- Parents and carers should guide the children on the focus of their search;
- Children need to be aware of the copyright of materials and information located and avoid downloading large amounts without acknowledging the source.

With regard to social media, parents and carers need to be aware of the importance of knowing who their children are in contact with. Whilst the school has no jurisdiction over what parents allow their children to access in the home environment; should incidents arise which involve other pupils attending Hingham, then the children and parents concerned would be asked to help the school resolve such incidents.

Responsible Use of the Internet

As part of pupils' curriculum enhancement and the development of computing skills, Hingham Primary School is providing supervised access to the Internet including e-mail.

To ensure that pupils do not have access to inappropriate materials or images, our school Internet provider operates a filtering system that helps restrict access to such inappropriate materials. There is, of course, always a certain level of risk and children are taught to report anything they feel uncomfortable with to an adult immediately.

The access your child will have to the Internet will be appropriate to enhance their educational needs. A copy of the Rules for Responsible Internet use is enclosed.

Rules for Responsible Internet Use

**Access to the Internet helps our learning.
These rules will keep everyone safe.**

Within school:

- I will not bring in devices to use on the school network without prior permission;
- I will only access devices with the permission of a member of staff;
- I will not access other people's files or share my login and passwords;
- I will only use the school devices for school work and homework;
- I will not bring storage devices into school unless I have been given permission;
- I will only use my school email address;
- I will only e-mail people my teacher has approved;
- The messages I send will be polite and sensible;
- I will not give my home address or telephone number, or arrange to meet someone via the Internet at school or at home without my parent's permission;
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

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Permission for Internet Access

Parent / Carer's permission

I give permission for access to the Internet on the terms set out in the policy.

Signed: … … … …… …… …… …

Print name: … …… …… …… … …

Date: … …… …… …… …

Pupil's agreement

I agree to follow the rules for Responsible Internet Use.

Signed: … …… …… …… …… …

Print name: … …… …… …… … …

Class: … … …… …… …… … …

(Full policy on our school website)