

HOLY SOULS RC PRIMARY SCHOOL

Pride in our achievements



Vision Statement

Holy Souls School is a Catholic School where we share our life in Christ in the growing knowledge that Jesus loves us. Our school is a place where everyone is able to feel welcomed, valued, secure, loved and happy. Everyone who comes into our school will be treated with respect. We remember that Jesus said, 'Treat others as you would like them to treat you'

Policy Statement for Internet Use and Online Safety

Date Agreed by Governors: 10th July 2025

Governor Review Date: Summer 2028



Holy Souls RC Primary School

Policy Statement for Internet Use/Online Safety

Introduction

This Internet Policy Statement was developed, through a process of consultation with staff and Governors. It has been written by the school, building on the Kent NGfL policy.

Mission Statement

“To love one another as I have loved you,” is at the heart of our Mission Statement. Holy Souls School is a place where we share our life in Christ, in the growing knowledge that Jesus loves us. Our school is a place where everyone is able to feel welcomed, valued, secure, loved and happy. Everyone who comes into our school will be treated with respect and valued as a unique member of our school family.

Holy Souls School is intent on providing a caring, friendly and safe environment for all pupils so that they can learn in a relaxed and secure environment. The use of the Internet is an important learning tool, when used in an appropriate way. This policy aims to show how we support learning by implementing safe procedures and practices for using the Internet.

Aims

- The intent of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- 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.

Benefits of using the Internet in education include:

- Access to world-wide educational resources including: websites, museums and art galleries.
- Educational and cultural exchanges between pupils world-wide.
- 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.
- Exchange of curriculum and administration data with the LEA and DfES.
- Mentoring of pupils and providing peer support for them and teachers.

Online Safety Statement

At Holy Souls R.C Primary School, we will endeavour to ensure the e-Safety of all our staff and pupils. All members of staff and pupils are responsible for e-Safety in any subject of the curriculum that is being covered.

Pupils will participate in and gain an understanding of e-Safety issues and the safe responses from e-Safety training sessions. All pupils will comply with the Acceptable Use Policy (AUP) which students must agree to. Pupils are reminded to report any e-Safety issue to the teacher or parent and to take responsibility for their own actions when using the Internet and communications technologies.

All Staff have a clear understanding of e-Safety issues and the required actions. All staff will comply with the Acceptable Use Policy (AUP) which staff must agree to. Teaching staff will educate pupils on e-Safety through specific e-Safety training sessions and reinforcing this training in the day to day use of ICT in the classroom.

How will Internet use enhance learning?

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- 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.
- Staff should guide pupils in online activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How will pupils learn to evaluate Internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the class teacher who will then report it to the Headteacher.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.

How will e-mail be managed?

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Children will have access to their own email account which can only be used within school to send messages to people within their class – all of which will be monitored by the class teacher.
- Access in school to external personal e-mail accounts of staff should not be used.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

How should website content be managed?

- The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Website 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 the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website or social media.
- The Headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

How can emerging Internet applications be managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils are not allowed to use mobile phones in school time.

How will Internet access be authorised?

- All Wi-Fi connections are protected via an encrypted password so that internet access is strictly for anyone who has been granted internet access by the school.
- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a consent form, alongside the child and the class teacher (an example letter form is included as an appendix).
- All pupils will have their own log in so that internet access can be monitored.

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor LEA 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 will be reviewed regularly.
- The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

How will filtering be managed?

- Rules for Internet access will be posted in all rooms where computers are used.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- Internet Safety will be discussed throughout the year, in every class. It should be incorporated into every lesson, rather than being taught discreetly. Internet safety Day will take place annually.

How will staff be consulted?

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- All staff, including teachers, supply staff, classroom assistants and support staff, will sign the Code of Conduct for Responsible Internet Use and be provided with the School Internet Policy, and its importance will be explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in safe and responsible Internet use and on the school Internet policy will be provided as required.

How will ICT system security be maintained?

Local Area Network security issues include:

- The user must act reasonably. Loading non-approved software could cause major problems. Good password practice is required including logout after use.
- The workstation should be secure from casual mistakes by the user.
- Cabling should be secure and wireless LANs safe from interception.
- Servers must be located securely and physical access restricted.
- The server operating system must be secured to a high level.
- Virus protection for the whole network must be installed and current.

Wide Area Network (WAN) security issues include:

- All external connections must be assessed for security risks including the wide area network connection and any modems staff may wish to use.
- Firewalls and routers should be configured to prevent unauthorised use of software such as FTP and Telnet at the protocol level.
- Decisions on security made by external agencies such as the LEA or ISP must be discussed with schools. Third-party security testing should be considered.
- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the LEA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of portable media such as, memory sticks and CD-ROMs will be reviewed. Portable media may not be brought into school without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked

How will complaints regarding Internet use be handled?

- Parents will be informed of the complaints procedure via the School Prospectus and the School website.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- Sanctions available include:
 - Temporary or permanent ban on Internet use.
- Those resulting from following the procedure set out in the school behaviour policy.
 - Informing parents.

References

Particularly for Parents and Children:

Bullying Online - www.bullying.co.uk

Advice for children, parents and schools

FKBKO - For Kids by Kids Online - www.fkbko.co.uk

Excellent Internet savvy for kids; KS1 to KS3

Kidsmart - www.kidsmart.org.uk

An Internet safety site from Childnet, with low-cost leaflets for parents.

Think U Know? www.thinkuknow.co.uk/

Home Office site for pupils and parents explaining Internet dangers and how to stay in control.

Safekids - www.safekids.com

Family guide to making Internet safe, fun and productive

NSPCC Net aware - <https://www.net-aware.org.uk>

A guide to social networking for children's use.

Internet Users Guide - www.terena.nl/library/gnrt/

A guide to network resource tools, a book (ISBN 0-201-61905-9) or free on the Web.

Minecraft Parents' Guide - <http://holysouls.co.uk/assets/e-safety/Minecraft-E-safety.pdf>

Alan November – The Grammar of the Internet -

www.edrenplanners.com/infolit/

Article explaining how to evaluate Web sites and information

DotSafe – European Internet Safety Project - <http://dotsafe.eun.org/>

A comprehensive site with a wide range of ideas and resources, some based on Kent work.

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