



## Internet Access Policy 2024-2025

<b>Name of school:</b>	Hiltingbury Infant School
<b>Name of Responsible Headteacher:</b>	Mrs Phillippa Longman
<b>Date approved by Governing Body:</b>	23.1.24
<b>Date of review by Governing Body:</b>	January 2025

### Policy Statement

At Hiltingbury Infant School, our vision for computing is for our children to become confident digital learners who are equipped with age-appropriate knowledge and skills to use technology to its fullest potential, now and as it develops in the future. We aspire to provide every child with a range of opportunities that enable them to think critically, creatively and responsibly when using technological devices. We value the use of ICT to develop and maintain two-way communication and positive relationships between home and school. We place digital literacy and online safety at the heart of our curriculum and have an enthusiastic team of Cyber Ambassadors who are trained to support their peers in key online safety issues. We aim to ensure all children leave our school aware of the potential dangers that they may face online and confident in knowing how to challenge these.

We will ensure that there is equality of access for children and staff, irrespective of race, gender, ability, religion, ethnic group or culture, as outlined in the schools Equalities Policy.

### Internet Access in School

All staff and any other adults involved in supervising children accessing the internet, will be provided with the Internet Access policy and will have its importance explained to them. Our school Internet Access policy is available for parents on the school website.

### Why is Internet use so important?

- The purpose 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 part of the statutory curriculum and a necessary tool for staff and pupils.

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

### **How does the Internet benefit education?**

Benefits of using the internet in education include:

- Access to world-wide educational resources including museums and art galleries.
- Raising cultural awareness of how others around the world live and how they celebrate special festivals.
- Provide staff with professional development through access to national developments, educational materials and good curriculum practice.
- Provide communication with support services, professional services, professional associations and colleagues.
- Exchange of curriculum and administration data with LA and DfES.
- Learning Platform - Seesaw.
- Providing home learning opportunities
- Developing and improving communication between families/school

### **How will internet use enhance learning?**

- The school internet access will be designed expressly for pupil use and each site is checked by teaching staff for suitability and as a means for enriching and extending learning activities
- Pupils will be given clear objectives for internet use.
- Learning Platform (Seesaw) resources are checked for appropriate content and level and quality by staff to ensure quality learning.

### **How will pupils learn to evaluate internet content?**

- Children will only be referred to sites that have been checked by staff.
- Children will be taught to access web sites via web links on Seesaw or by using age appropriate search engines such as 'kiddle.co'. Children will always be supervised by a member of staff when using a search engine.
- Children will be taught to evaluate information from the internet.
- Children will be taught about internet security and importance of immediately telling a teacher if they see anything that is concerning.
- Seesaw provides links to secure sites for all children to access.

### **How will email be managed ensuring security for pupils?**

- Pupils will not be involved in emailing other individual children.
- Group/Class emailing may take place under direct supervision of a member of staff to known organisations, e.g. Junior School

### **How should website / learning platform content be managed?**

- Parents are asked to provide consent to their child having a Seesaw account.
- Parents are asked to confirm if they are happy for children's pictures to be on the website and these will only be included with parent's permission.
- Web site photographs that include pupils will not include pupil's names
- The Headteacher or Deputy Headteacher will take overall editorial responsibility and ensure content of website is accurate and appropriate.

### **Chat and Instant Messaging**

- Pupils will not be allowed to access public or unregulated chat rooms.
- Pupils will not access any social networking sites for example 'snapchat' 'Twitter' or 'Instagram'
- Pupils will be informed that messaging features within Seesaw will not be used in school.

### **Photographic, video and audio technology**

- Staff may use photographic or video devices to support curriculum activities.
- Audio or video files may only be approved on Seesaw or through admin office email after full examination by staff and if they relate directly to the educational topic/ task.

### **How will internet access be authorised?**

- The school will keep a record of all staff who are granted internet access.
- Access to the internet will be by adult demonstration with occasional directly supervised internet access to e.g. literacy, numeracy games.
- Parents will be asked to sign and return a consent form to allow children to access Seesaw from home.
- Children will be issued a secure QR login code or 16 digit text code to allow access to Seesaw.
- Only authorised material may be downloaded and must be acknowledged accordingly. Copyright must not be breached.

### **How will the risks be assessed?**

- Due to the international scale and linked nature of information available via the internet and ICT, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor Hampshire County Council can accept liability for the materials accessed or any consequences thereof. The school and Local Authority will however, take all reasonable precautions to ensure that pupils access only appropriate material.
- Methods to identify and minimise risks will be reviewed regularly.

- The Headteacher will ensure that the Online Safety policy is implemented and compliance with the policy is monitored.

#### **How will filtering be managed?**

- The school will work in partnership with parents, Hampshire County Council, DfES to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils or parents discover unsuitable sites the URL address and content must be reported to the Internet provider via the schools IT support.
- Staff are responsible for checking internet sites used in teaching or as learning opportunities.

#### **How will the policy be introduced to pupils?**

- All children will be introduced to the 'Computing and Online Safety Rules' and will learn of their importance both in and out of Computing/PSHE lessons.
- All children will be made aware and taught about the need to be cautious and keep safe when using internet sites at school and at home. This will be taught through Computing lessons and in PSHE lessons on keeping safe.
- Use of cyber ambassadors to promote and share key online safety messages.

#### **How will staff be consulted and made aware of this policy?**

- All staff must accept the terms of the 'Staff Acceptable Use of ICT policy' before using any internet resource in school.
- All new staff will be taken through the key parts of the policy as part of their induction.
- All staff will be provided with the school 'Online Safety policy' and have its importance explained.
- Staff should be aware internet traffic can be monitored and traced to an individual user. Discretion and professional conduct is essential.
- Breaching this e- safety policy may result in a disciplinary action and access to ICT being restricted or removed.

#### **How will ICT security be maintained?**

- The school ICT systems are reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Collaboration with Hampshire County Council guidelines and policy regarding security will be observed.
- Filtering system provided by our internet provider will be respected.
- Files held on the school's network will be regularly reviewed.
- The IT support will ensure the system has the capacity to take increased traffic caused by internet use.

### How will complaints regarding the internet be handled?

- Staff will inform the Headteacher (DSL) promptly if there are any incidents relating to the internet and online safety. The Headteacher will initiate any actions required.
- Any complaint about staff misuse must be referred to the Headteacher straight away.









### How will parents' support be enlisted?

- Parents attention will be drawn to the Online Safety Policy via school communications (e.g. website and documentation)
- Any internet issues that may arise will be handled sensitively and parents will be informed without undue alarm.
- A partnership approach will be encouraged e.g. discussions at Parent teacher meetings where relevant.
- Parents will be encouraged to supervise their child at home when on the internet and encouraged to use Seesaw as a secure option.

## Hiltingbury Infant School

### Rules for Responsible Internet Use

The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

 <b>Computing and Online Safety Rules</b>	
This is how we stay safe when we use computers and tablets:	
	I will ask a trusted adult if I want to use the computers/tablets.
	I will only use activities that a trusted adult has told or allowed me to use.
	I will take care of computers/tablets and other equipment.
	I will ask for help from a trusted adult if I am not sure what to do, or if I think I have done something wrong.
	I will tell a trusted adult if I see something that upsets me on the screen.
	I will always keep my passwords safe.
	I will not share personal information about myself online (name, address, age).