Godinton Primary School Online Safety Rules
These rules help us to stay safe on the Internet

Lower/Middle School

We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

We can only access our own files

If we see anything we are unhappy with we will tell an adult in school immediately.

We are aware of the school's sanctions if we deliberately break these rules.

Upper School

We ask permission before using the Internet.

We only use the internet when an adult is with us.

We tell an adult if we see anything we are uncomfortable with.

We minimise any webpage we are unhappy with and tell an adult in school immediately.

We only e-mail people an adult has approved.

We send e-mails that are polite and friendly.

We never give out personal information or passwords.

We never arrange to meet anyone we don't know.

We do not open e-mails sent by anyone we don't know.

We do not use Internet chat rooms.

We only access our own files.

We will not bring memory sticks or other portable media into school without permission.

We are aware of the school's sanctions if we deliberately break these rules.

Inappropriate Internet Use Sanctions

If a child misuses the internet then sanctions are in place to address the inappropriate behaviour. These are as follows:

Withdrawal of internet access for the remainder of the lesson or for the remainder of the da

Withdrawal of internet access for one week.

Denied internet access for a term and parents informed.

Other sanctions within the school behaviour policy (may be combined with sanctions 1 – 5.)

Online Safety Policy
Summary
A Guide for Parents

This guidance provides a summary of Godinton Primary School's Online Safety policy. A full copy of the policy can be obtained from the school.

Scope of the Policy

Online Safety encompasses internet technologies and electronic communications such as mobile phones. This policy highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

Teaching and Learning

The aims and purpose of internet use

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 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.

Responsible Internet Use

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 (Lightspeed filtering, Safesearch automatically enabled on Google and Bing image searches, internet access forbidden unless in the presence of a teacher). 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 KCC can accept liability for the material accessed, or any consequences of Internet access.

All internet and computer use by pupils is supervised.

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. At KS1 access to the internet will be by adult demonstration with occasional supervised access to specific, approved online materials.

Pupils will be taught what is acceptable and what is not acceptable 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 will guide pupils in online activities that will support the learning outcomes

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

Strict filters are applied to the school network. Regular checks are made by the school as to their effectiveness and updates are made.

If children come into contact with inappropriate material, staff should be informed straight away. Children's parents will also be informed of this.

Authorising Internet Access

Staff are made aware of the importance of online safety and are instrumental in its delivery.

Parents are asked to sign the internet consent form which accompanies this guidance. Children will not be able to access the internet without this. The consent form also asks parents for their consent for their son / daughter's work to be published on the internet.

Pupils are asked to sign that they are aware of the online safety rules of our school. They are taught about these rules and they are displayed around school.

E Mail

Children are taught how to use e mail as part of the curriculum.

Children may only use approved e mail accounts on the school system.

Children must tell a teacher if they receive an offensive e mail.

Children are taught not to reveal any personal information about themselves in e mails.

School Website

No images of children will be put on the school website without parental permission.

Names will not be attached to any images of children on the school website.

Pupil's personal information will not be shared on the school web site.

Social Networking

The school will block / filter social networking sites.

Pupils are not allowed access to public chat rooms.

Pupils are advised that they should never disclose personal information over the internet.

Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1988 and the General Data Protection Regulation (GDPR).

Online Safety Complaints and Working with Parents

Complaints about internet misuse will be dealt with by Miss Talbot, Headteacher and Designated Safeguarding Lead in the first instance.

If a child misuses the internet then sanctions are in place to address this inappropriate behaviour.

We will provide opportunities to support parents in addressing online safety at home.