Wingrove Primary School

Internet and Digital Media Policy

Date: November 2025
Next Review: November 2026

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1. Responsibilities

Head Teacher and Governing Body:
Overall responsibility for the development, implementation, and review of this policy, ensuring compliance with statutory safeguarding requirements and school ethos.

Computing Coordinator:
Day-to-day oversight of internet and digital media use; communication with staff, pupils, and parents; promotion of good practice; reporting misuse or safeguarding concerns to the Head Teacher and DSL; liaising with IT support and LA services for technical issues and filtering.

Designated Safeguarding Lead (DSL) and Deputies:
Oversight of safeguarding concerns related to online safety, ensuring appropriate responses and referrals.

All Staff (Teachers, Teaching Assistants, Support Staff, trainees, volunteers):
Adhere to the policy; take reasonable precautions to maintain pupil safety online; report any incidents of misuse or exposure to inappropriate material to the Computing Coordinator or DSL immediately.

Pupils:
Expected to follow the school's Acceptable Use Agreement and report any concerns or incidents promptly.

Parents and Carers:
Support the school's approach to online safety by reinforcing safe internet use at home and engaging with school-provided guidance and workshops.

2. Policy Context and Aims

- Wingrove Primary School recognises the importance of preparing pupils for safe and responsible use of the internet and digital media, reflecting our inclusive ethos and diverse community.
- The school aims to provide safe access to digital resources while educating pupils about the risks and promoting positive online behaviour.
- This policy forms part of the school's overarching safeguarding framework and is linked with the Health and Safety, Anti-Bullying, and Child Protection policies.

3. Online Safety Risks and Management

Pupils may face risks including but not limited to:

- Exposure to inappropriate or harmful content (e.g., pornography, extremist material, disinformation, misinformation)
- Online grooming or harmful contact
- Cyberbullying and harmful online conduct
- Copyright infringement and misuse of digital content
- Privacy breaches and sharing of personal information
- Overuse or obsessive internet use

School Measures:

- Use of LA-provided and school-managed filtering and monitoring systems to restrict access to harmful content at all times (Smoothwall Monitor).
- Regular review and updating of filtering settings in collaboration with IT services.
- Supervised use of the internet during lessons; pupils are not permitted to download files without staff approval.
- Pupils are taught about copyright, encouraging respect for intellectual property and proper citation of sources.
- Encouragement of balanced use of digital media, promoting breaks and healthy screen time habits.
- Clear procedures for reporting and managing incidents of inappropriate use or exposure.
- Integration of online safety education into the curriculum, including oracy and enquiry-based learning approaches.
- Regular staff training and updates on safeguarding and online safety, including filtering and monitoring responsibilities.

4. Use of Mobile Phones and Smart Devices

- Pupils are **not permitted** to have mobile phones or smart watches on school premises during the school day.
- If brought inadvertently, devices must be handed to the school office for secure storage until the end of the day.
- Parents will be informed if their child brings a device and parent is required to collect it.
- Pupils are educated about the risks of misuse, including bullying, privacy breaches, and inappropriate content sharing.
- Staff use of mobile phones during school hours is restricted to professional purposes only, with personal use limited to non-contact times and away from pupil view.

5. Education and Parental Engagement

- Online safety education is embedded within the curriculum, tailored to meet the needs of all pupils, including those with SEND and EAL.
- The school will provide workshops and resources for parents to support safe internet use at home.
- Parents receive guidance on internet safety and are informed about the school's filtering and monitoring systems.
- Information and resources are shared regularly via newsletters and the school website, including links to trusted sites such as:

    o www.childnet-int.org
    o www.safekids.com
    o www.kidsmart.org.uk
    o www.ceop.police.uk/safety-centre

6. Incident Reporting and Management

- All incidents of misuse, safeguarding concerns, or breaches of this policy must be reported immediately to the Computing Coordinator or DSL.
- The school follows statutory safeguarding procedures for any online safety incidents involving harm or risk to pupils.
- Records of incidents are maintained securely and reviewed to inform ongoing risk management and policy updates.

7. Policy Review

This policy will be reviewed annually or sooner if required by changes in legislation, guidance, or school circumstances.

Agreed by Governors: [Date] November 2025
Reviewed by: Jane Mullarkey, Head Teacher
Next Review Date: November 2026