

# Wingrove Primary School



## **Internet Policy and Digital Media Policy**

December 2017

### Responsibilities

- Head and Governing body: overall responsibility for the development and implementation of this policy
- Computing coordinator: the day to day oversight of the use of computers and internet within school; communications with staff, children and parents; promoting good practice; reporting of any misuse to the Head; reporting of technical issues to LEA IT services
- Teachers / classroom assistants; following of policy; taking reasonable precautions to maintain safety of children when online; reporting incidents of unacceptable use or unsuitable website material to the Computing coordinator

This policy is to be included in the Health and Safety and Anti-bullying policies of school.

### Premise

- due to the increasing availability of web based material and children's opportunities to access them, the school has a responsibility to teach internet and digital media safety
- we must prepare children for safe use of the internet and digital media
- we must provide safe access and monitor use of the internet, reporting and correcting any misuse

### Risks

Children could be victim to:

1. copyright infringement
  2. obsessive use of the internet
  3. viewing inappropriate materials
  4. illegal activity
  5. physical danger
  6. sexual abuse
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1. Children must be made aware that copying from internet materials could infringe copyright law. They should acknowledge sources of material and respect authorship of materials.
  2. Children should be encouraged to take breaks from the internet and work within reasonable time limits.
  3. Children should not download any material unless during supervised lessons, and any material should be monitored by supervising staff.
  4. An LEA-based security filter should be in place at all times when children are accessing the internet.

5. Any website that presents material that is unsuitable for primary school children should be reported to a member of staff. The Computing coordinator or administration staff should check and, if necessary, request blocking by the LEA IT services.
6. Children should not give away any personal details to websites, including e-mail and messaging sites. Any known incidents should be reported to members of staff who should then seek to withdraw such details and inform parents.
7. Staff should use the internet for professional purposes only during school hours and exercise discretion if personal use is required outside these times. Histories and personal details should not be left accessible for children.
8. The school could support parents in being aware of internet safety by offering workshops and further links to advice. Parents should be made aware of public information available at, for example, [www.childnet-int.org](http://www.childnet-int.org), [www.safekids.com](http://www.safekids.com). See also the parental agreement for school internet use and internet safety advice.

## Other Digital Media

### Mobile phones

The availability and prevalence of mobile phones, despite being useful in many ways, also offers an extension for potential abuse.

Examples include:

- making or receiving illicit calls during lessons
- taking photographs in school, undermining security and privacy
- accessing the internet via a phone, potentially accessing unsuitable sites
- theft
- bullying activity

Children should be made aware of the risks of misusing them and report incidents if they have been victimised or affected in any way. Parents should be informed of incidents and the outcomes of any actions taken.

Children should not have mobile phones in their possession in school. If they are brought in inadvertently, children should give them to office staff to be locked in the safe until the end of the day. Parents of those children should be informed of school policy, and should be available to take receipt of any phones from the safe.

Further information can be found by visiting:

[www.safekids.com](http://www.safekids.com)   [www.childnet-int.org](http://www.childnet-int.org)   [www.kidsmart.org.uk](http://www.kidsmart.org.uk)  
[www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)

Prepared by Dave Wilson      June 2007      Wingrove Primary School

Agreed by Governors July 2007

Reviewed: December 2017 by Adam Hields

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