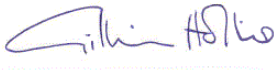
FROXFIELD
CE SCHOOL

Review Cycle:-	Every two years	Date of Next Review:-	March 2028
Approver:- Chair of SDG	Signed:-  Date:- March 2026	Approver:- Head Teacher	Signed:- Date:- March 2026

Froxfield CE School Internet Usage Policy

The Internet at School

The Internet, networked technology and connected devices have now become a part of everyday life. Promoting the positive, safe and responsible use of these technologies is not only taught as part of the National Curriculum, it is something that we must be mindful of whenever we employ these technologies both at school and at home. This document aims to offer some guidelines on how to do so.

Responsibility

Internet safety depends on staff, governors, parents and – where appropriate – the pupils themselves taking responsibility for the use of the Internet and associated technologies. Activity that may threaten the integrity, safety or security of school ICT systems is forbidden.

Using the Internet to Enhance the Quality of Learning

In order to deliver a quality education and ensure our children are safe and responsible 'Digital Citizens', all pupils will have access to Internet-based technologies at school following these guidelines:

- Children will be taught to use the Internet safely, responsibly and respectfully.

- When online, children will be supervised at all times.

- Websites and search results are filtered by the school's Internet security systems to prevent access to inappropriate content; the Headteacher reviews daily web reports to ensure searches are appropriate and challenges any unexpected search terms.

- When directed to specific sites, these will have been previewed by staff before use.

- The curriculum context for Internet use will be age appropriate to each year group.

- Pupils will be taught to be critically aware of the materials they read in terms of their accuracy and content.

- As well as the risks, children will be taught the many benefits of using the internet as a tool for learning, collaboration, creativity and communication.

- The emergence of AI technologies will be addressed through computing lessons and esafety discussions at an age appropriate level. Where AI generated content is used, this will be done so transparently and with discussion over its purpose and merits.

Teaching Internet Safety

Internet safety is taught across Computing, RHE and through special events such as Safer Internet Day and Anti-bullying Week. It should also be demonstrated on a day-to-day basis by staff and parents when using the Internet in the presence of children.

Communication Over the Internet

Communication over the Internet can take many forms including, but not limited to: email, text message, messaging apps, social media and in-game communication.

- When communicating with others over the Internet, children should be supervised at all times.

- Adults and children should always be sure of the identity of the person with whom they are communicating.

- Children should never reveal private or personal information about themselves via digital communication.

- Children should never arrange to meet anybody via digital communication.

- Messages should always be polite, respectful and contain appropriate language.

- Never send, or encourage others to send, communications which may offend, defame or be otherwise hurtful to any individual or organisation.

- Any inappropriate communication should be reported to an adult immediately.

- Any message sent by a pupil to an external organisation as part of a school-based task should be sent via a staff email account, having first been checked and authorised by that member of staff.

- Parents and teachers should not email each other directly. All communication should be directed via the school office or through the Dojo platform in order to protect the integrity and security of all parties.

Being a Positive Digital Role Model

As adults, the way staff, parents and carers use the Internet in the presence of children will influence what those children deem to be acceptable Internet use. To that end, it is important that we all endeavour to be positive digital role models by:

- using the Internet responsibly and respectfully.

- being mindful of your own Internet use in the presence of children, including the amount of time you spend on the Internet and the types of sites you visit.

- understanding that social networks and other public forums should not be used to bring individuals, groups or organisations into disrepute, or to bring into disrepute the staff, governing body, values or policies of the school.

- promoting the positives - the Internet is a wonderful tool for research, creativity, communication and entertainment. Share the fascinating things you find and encourage your children to explore their interests in the same way.

Age Appropriate Internet Use

In school, all Internet use is supervised and planned to give children access to only age-appropriate content. Children and adults should be aware that many games, apps and social media platforms have age restrictions that should be adhered to. For instance, all the major social media platforms - Facebook, Snapchat, Twitter, Instagram, Tik Tok and YouTube - require users to be at least 13 years old in order to have their own account. WhatsApp requires users to be 16 years old in order to have their own account. As new games and platforms are launched, adults should investigate any age restrictions before allowing children to access them. With games, it is also important to be aware of whether a game allows players to make in-game purchases or take part in in-game communication. Similarly, Internet streaming services that are used at home, such as Netflix, Disney+ and Amazon Prime, should be set up to ensure children cannot access content that is inappropriate for their age. This can be done using in-app or in-service settings or, more generally, by using the parental controls on your home network and connected devices.

School Website Content

- The point of contact on the school website should be the school address, school email and phone number. Staff or pupils' home information will not be published.

- Website photographs that include pupils will be carefully selected and we will not use pupils' names alongside images or in the website text.

- The copyright of all material must be held by the school or attributed to the owner where permission to reproduce has been obtained.

Risk Assessment

In common with other media such as books, films and magazines, some material available via the Internet is unsuitable for children. 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 unsafe material will never appear on a school computer. Neither the school nor Hampshire County Council can accept liability for the material accessed, or any consequences of Internet access.

- The school will work in partnership with parents, the Local Education Authority, the Department for Education and the Internet service provider to ensure systems to protect pupils are reviewed and approved.

- If staff or pupils discover unsuitable sites, that site must be reported to the Internet service provider by the School Business Manager.

- Rules for Internet access will be displayed in all classes.

- Instruction for responsible and safe use should precede any Internet access.

- All in-school Internet access will be supervised by a teacher.

Security

- The school computer network will be reviewed regularly with regard to security.

- Virus protection will be installed and updated regularly.

- All users must act responsibly concerning the security and integrity of school computer network.

Parental Support

- Parents' attention will be drawn to the School Internet Policy via newsletters and the school website.

- Internet issues will be handled sensitively to inform parents without undue alarm.

- A partnership approach with parents will be encouraged.

- Parents will themselves demonstrate safe, responsible and respectful use of the Internet in the presence of children.

Useful Links

The below links offer more information on enabling children to use the Internet in a safe, secure and responsible fashion:

https://www.thinkuknow.co.uk/

https://parentzone.org.uk/

Education for a Connected World - GOV.UK (www.gov.uk)

Keeping children safe online | NSPCC

https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/

Papaya Talks

School Rules for Responsible Computer and Internet Use

At Froxfield School, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes the materials they choose to access and the language they use. We use the school computers and Internet connection for learning. These rules will help us to use the Internet in a safe, responsible and respectful fashion:

- I will not access the Internet without permission.

- On a network, I will use my personal school login for schoolwork and home learning.

- I will not look at, amend or delete other people's files.

- Any files I bring into school must be approved by a teacher before I use them. No programs should be brought in from home to use at school.

- I will only send an email once both the message and the recipient has been approved by a teacher.

- Any messages I send will be polite, respectful and sensible.

- When sending messages, I will not reveal any personal information or arrange to meet anybody.

- I will ask permission before opening messages or attachments from someone I do not know.

- Computers should only be used for schoolwork or home learning unless permission has been granted for an alternative use.

- If I see anything I am unhappy with or receive messages I do not like, I will tell a teacher immediately.

- I know that the school may check my computer files and may monitor the sites I visit.

- I will not download any program files to a school computer from the Internet.

- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

- Home learning projects may be emailed or brought in on a memory stick (which will have to be virus scanned by a teacher before use).

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including monitoring of websites, the interception of email and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be used for criminal purposes or for storing text or imagery which is unauthorised or unlawful