Internet and Online Security Policy

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Next Review:	Spring 2026

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1 Aims and Objectives

The use of the Internet in Brookside School aims to:

- Raise educational standards
- Promote pupil achievement
- Support the professional work of staff
- 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 attitude.

2 The Benefits of the Internet

Access to the Internet is beneficial in school because it offers:

- Access to world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between pupils world-wide
- Access to professional bodies and experts in many fields for pupils and staff

3 Internet Content

The school Internet access will be designed expressly for pupil use and will include filtering provided by Atom IT and be appropriate to the age of pupils. The school will work in partnership with Equals Trust, Atom IT, DFE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. Staff will guide pupils through safe online activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of the Internet.

The school will, where possible, ensure that the use of Internet derived materials by staff and by pupils complies with copyright law. Older pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

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4 Internet Access Authorisation

4.1 Staff

All staff including teachers, supply staff, teaching assistants, support staff and administrative staff will have access to the school Internet & Online Security Policy, and its importance explained. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential.

4.2 Pupils

The school allows Internet access to all pupils. During the Early Years and Key Stage 1, access to the Internet will be introduced by adult demonstration with supervised access to specific, approved online materials. Key Stage 2 pupils will use the Internet with greater independence but be taught to use the Internet safely and effectively while always being supervised.

5 Computing System Security

The school computing systems will be reviewed regularly with regard to security and any DFE guidance will be adopted.

- The use of data sticks and any other data recordable devices, except by staff or with their express agreement, will not be allowed in school

- Only authorised technicians will be able to introduce and install new programs onto the network

6 Online Security and Safeguarding

Online security to protect and safeguard children's access to inappropriate websites and images is maintained through the following ways:

- Filters managed by the school's internet and IT provider restrict flagged (inappropriate) images and websites from entering the school domain – children are blocked from clicking on sites that are not suitable for their viewing

- If in the very rare circumstance there was a problem with the school's online security, our IT provider would be contacted, and the website reported to ensure children in Brookside and other schools

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could never access its material again.

6.1 Inappropriate Websites

If staff or pupils discover inappropriate or unsuitable websites, the URL (address) content must be reported to the Internet Service Provider via the school office.

6.2 Email

Pupils may only use the approved school email accounts on the school system.

When using email:

- Pupils must be supervised
- Pupils are instructed to immediately tell a teacher if they receive offensive emails
- Pupils are instructed not to reveal personal details of themselves or others (e.g., home address or telephone number) or arrange to meet anyone in email communication

6.3 Teaching Internet Safety

Throughout school, children will be taught the importance of e-safety with regards to sharing information and communicating online. This includes gaming, social media sites, using webcams and messaging services on mobile phones. E-Safety needs constant reminders and is taught continuously through the year. It is covered in PSHE lessons, assemblies, and computing lessons.

The school uses and promotes the SMART rules taken from the Childnet website. http://www.childnet.com/young-people/primary

We will work closely with our parents / carers to share our knowledge of the on-line issues faced by children, providing a signpost to resources to help them have open conversations with them at home.

6.4 Internet Chatrooms

Pupils will not be allowed access to public or unregulated chat rooms. Children should use only regulated educational chat environments where an educational benefit has been established. If used, this will always be

supervised, and the importance of chat room safety emphasised. Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.

6.5 Inappropriate Material

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. 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.

7 Emerging Internet Uses

Emerging technologies will be examined for educational benefit and, where appropriate, a risk assessment will be carried out before use in school is allowed.

8 School Website

Brookside Primary School's website provides comprehensive information about school life including contact details such as the school address, school email and telephone number.

The following will NEVER be included on the school website:

- Staff, pupils,' and Governors' home information will not be published

- Where a photo contains an easily identifiable individual, that child may only be referred to by their initials. (In practice, they are very rarely even initialled). Pupils' full names will not be used anywhere on the website (or on the school's social media feeds)

- Children's work will only be identified by first name and/or year group or their initials

Brookside's Photograph Policy enables parents / carers to be given the opportunity to state whether photographs of their child may or may not be published on the school website. The school then acts on this information. The school will keep a record of all pupils who do not have consent for use of their photographs on the school website. This is in line with Brookside's Safe Use of Children's Photographs Policy.

9 Social media

Brookside Primary School and each class within has its own social media accounts (Instagram). These are accessed by staff only, using a username and password. Children will not have access to the passwords.

As with the school website, children will not be identified by their full name. Sometimes it will be necessary to refer to children in a photograph and in this case, children will be identified by their initials.

Parents / carers are invited to join the school and year group social media pages. At the end of each academic year, parents / carers will be removed from the social media page of the year group that their child has left and will be invited to follow that belonging to the next year group. At the end of Year 6, parents / carers are also removed from the school social media registry.

10 Tablets and iPads

Pupils must be supervised at all times when they are using the tablets and iPads. Children should not be allowed to use the devices during unstructured times such as wet playtimes. Children are instructed not to change any settings on the tablets or iPads. Children must not download games or apps on to the devices unless asked to do so by a teacher.

11 Mobile Telephones

Pupils will not be allowed mobile phones during school time*. Any mobile phones brought into school should be kept in the School Office or safely with the class teacher during the school day. The sending of abusive or inappropriate text messages is forbidden.

For further details regarding the use of mobile phones within Brookside School, please see the school's policy on the Acceptable use of Mobile Phones, Cameras, and Recording Devices.

*There are exceptional circumstances when a mobile phone can be carried by a child. An example is when a mobile phone app is connected to a device such as Libre (diabetes and blood sugar monitoring).

12 Complaints

Responsibility for handling incidents will be delegated to a senior member of staff.

Any complaint about staff misuse of school computing systems or the internet must be referred to the Headteacher.

Parents will be informed should a pupil misuse school computing systems or the Internet.

13 Information for Parents

Information and support for parents can be found at https://www.thinkuknow.co.uk/parents/

14 Equality, Diversity, and Inclusion

At Brookside School, we aim to ensure that no member of the school community experiences harassment, less favourable treatment, or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour, or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

15 Policy Review

This policy will be regularly reviewed by the Governing Body and updated annually in line with Brookside Primary School's Policy Schedule.

This planned programme of review is included in the annual School Improvement Plan, published in the Spring Term of each year.