



## **Woodgrange Infant School Online safety policy**

We recognise the importance of the opportunity to have access to the internet, but at the same time exercise sensible caution over its potential risks. As a result we have introduced guidelines to prevent pupils and staff from accessing inappropriate materials.

Access to the Internet is through a secure connection. It is accessed through a secure password system. Actual content is monitored and filtered. It allows children and adults to access information independently, but protects them from full exposure to undesirable material. Access is denied when inappropriate material is detected.

How we protect pupils:

- The children will only access sites which are appropriate for use in school.
- The children will be aware that their actions on the Internet, when using e-mail and in the Learning Platform can be seen and monitored
- The children are made aware that information on an Internet web site may be inaccurate or biased.
- The children must always tell a teacher or another adult if they ever see, hear or read anything which makes them feel uncomfortable while using the Internet, e-mail or the Learning Platform.
- The children must not use, send, access, store or display offensive messages or pictures

### **Internet use**

#### **Pupils**

Pupil usage of the Internet is within the school timetable. Such use is supervised by the class teacher. Extra-curricular access is always supervised by a member of staff.

Computing planning reflects the learning intentions for the use of the internet and pupils are directed to searches within the context of the daily plan. Where e-mail is to be used it must be confined to the school based London Grid for Learning system.

Access to the internet is through a Username and Password system. Each child has an individual set, which allows a check on access and usage.

#### **Staff Code of conduct(guide to safe working)**

As with pupil access, the filtering system operates and staff are protected from unauthorised access. Staff guidelines are as follows.

Internet searches within school hours are to be based upon curricular research or class based topic work. Internet searches out of school hours may be focussed upon personal and professional use. Staff should however exercise professional discretion when starting searches on internet.

Staff may use e-mail at any time before and after school but should be aware that they are using a school facility and their communications should not contain anything which could cause offence.

Staff may use the school e-mail system or their own e-mail accounts for personal use, but must be aware of the need to exercise professional discretion when sending and receiving e-mail.

Staff training is held every 2 years.