

"Every child is a unique child of God."

WHINMOOR



ST. PAUL'S
C of E Primary School

Whinmoor St Paul's C of E Primary School

Internet Usage Policy

Every Child is a Unique Child of God

At Whinmoor St Paul's Church of England Voluntary Aided Primary School we believe that every child is a unique child of God and lives in a world that God has made. We believe that all adults and children should be given opportunities to, 'Let their Light Shine.' We have a loving, caring community underpinned by our Christian ethos in which everyone, regardless of our differences, feels valued, nurtured, secure and happy.

Agreed Date: October 2025

Review Date: October 2026

Signed Chair of Governors: Ruth Davies

Date: 16th October 2025

Let your Light Shine!



Our Vision – Every Child is a unique child of God

At Whinmoor St Paul's Church of England Voluntary Aided Primary School we believe that every child is a **unique child of God** and lives in a world that God has made. We believe that all adults and children should be given opportunities to, '**Let their Light Shine.**' We have a loving, caring community underpinned by our Christian ethos in which everyone, regardless of our differences, feels valued, nurtured, secure and happy.

Our vision is underpinned by **Matthew 5:14-16**

You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on its stand, and it gives light to everyone in the house. In the same way, let your Light Shine before others, that they may see your good deeds and glorify your father in heaven.

Our values enabled our vision to be lived out in school and permeate every area of school life.

Christian Ethos:

Everything we do is underpinned at all times by the Christian ethos of valuing the individual and, in this way, we seek to fulfil the spiritual, mental and physical capabilities of every child—the future adult members of our society.



Why is Internet use important?

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. The Internet is an essential



element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Usage of the internet will monitored and safeguards will be put in place so that children do not access unsuitable material.



How will safety be assessed?

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.

What filtering is in place?

The school network has security in place that blocks sites unsuitable for school children. Children logging on can access less of the internet than an adult in school can logging on with their password. Please inform the ICT coordinator if you find an issue with the filtering of sites so they can be blocked or unblocked as necessary

If for some reason these blocks don't work or the filters let information through:

- *If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT co-ordinator.*
- *Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.*

How will e-mail be managed?

Children and staff will only use the school email addresses provided for school purposes and use of other personal email addresses should be limited to personal use. Schools, as data controllers, are required to manage personal information in line with data protection law and this includes ensuring that email systems do not retain personal data for longer than necessary. To support this, the ICO recommended that schools activate a two-year automatic deletion function on staff email accounts. This helps reduce the volume of outdated or unnecessary personal data held within the system, lowers the risk of accidental disclosure or unauthorised access and ensures that information is kept only for as long as it has a clear educational or operational purpose. Staff should therefore treat email as a short-term communication tool, save any information that needs to be retained into the appropriate secure system and understand that emails older than two years will be automatically and permanently deleted in line with this policy.

Children and staff will adhere to the “**Rules for using ICT**” document

How should Web site content be managed?

- *The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' information will not be published.*
- *Web site photographs that include pupils will be selected carefully and parental permission granted via the photography consent forms.*
- *Images of pupils will never have names connected to them. When names are used in association with work, full names will never be used.*
- *The headteacher and ICT coordinator will take overall editorial responsibility and ensure that content is accurate and appropriate.*



How will Internet access be managed?

Children and staff will adhere to the "Rules for using ICT" document

Ensuring Equal Access.

Where possible physical resources or their usage should be adapted to meet the needs of users. Although there is increasing home access to the internet some pupils do not have this. Allowances should be made for these pupils when setting internet homework tasks which may involve using school resources outside lesson times.

How will the staff & children be made aware of this policy?

Children will cover modules of internet use/safety as part of the PSHE and Computing Curriculum.

As part of their induction all staff will have access to a copy of this policy and all related documents. Anyone who doesn't understand all or part of what is written, should speak to the ICT coordinator.

How will complaints regarding Internet use be handled?

- *Responsibility for handling incidents will be delegated to a senior member of staff or the ICT coordinator.*
- *Any complaint about staff misuse must be referred to the headteacher.*

Other Policies and Guidance which should be read in conjunction with this policy include:

- LCC guidance for Staff working in Educational Settings on the Use of Digital Technologies and Social Media
- On line Safety Guidance for schools
- Online Safety briefing sheet WSP
- Acceptable usage policy
- Photograph permission forms
- Rules for using ICT staff/pupils
- Social Media Policy
- Data Protection Policy

'We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils. Inclusive PSHE will foster good relations between pupils, tackle all types of prejudice, promote understanding and respect, enabling us to meet the requirements, and live the intended spirit, of the Equality Act 2010.'