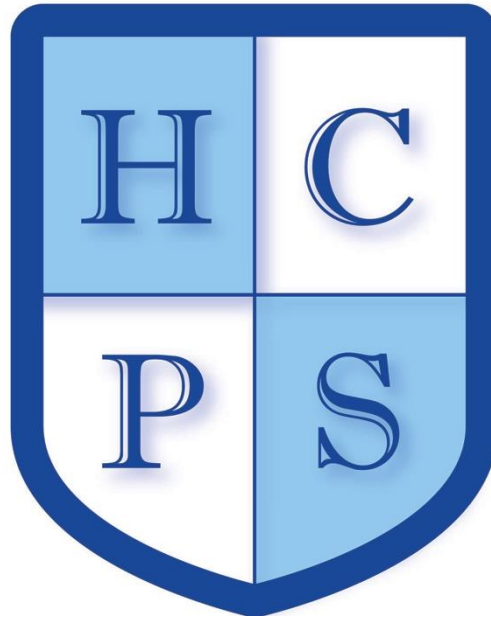




**Hunslet Carr Primary School**  
**Leeds**



**Leeds**  
CITY COUNCIL



**Acceptable use of the Internet Policy**  
**For School Based Staff**

**High Expectations**  
**Caring**  
**Positive Attitude**  
**Successful**

Policy reviewed: June 2019

Next review: June 2021

*High Expectations, Caring, Positive Attitudes  
and Successful*

## **STRENGTHS OF OUR SCHOOL**



### **The Children**

- Are well behaved, calm and polite
- Are engaged, positive and resilient
- Are supportive and helpful towards others
- Have an input on important decisions
- Have a sense of belonging

### **The Community**

- School supports the whole family not just the child
- Recognises the importance of attendance
- Spreads our growing reputation as a good school
- Helps celebrate the children's achievements
- Supports the school on improving behaviour

### **The Curriculum**

- Is a fun curriculum that is engaging
- Maintains a strong focus on the basic skills
- Is enriched through extra-curricular activities
- Supports our most vulnerable children
- Provides a rich variety of experiences & opportunities

### **The Staff**

- Develop nurturing relationships with children
- Provide good quality teaching and learning
- Support one another to help the children
- Are consistent in how they treat children
- Identify children's SEN needs early

## **THE CURRICULUM WE HOPE TO PROVIDE**



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### **Skills**

Fluent and confident in Reading, Writing and Maths  
Communicate with confidence  
ICT skills fit for the future  
Life skills – social, money, time, cooking  
Safety skills – Swimming, healthy choices  
Problem solving skills – Patience & Resilience

### **Attitudes**

Confident, proud and independent  
The believe that 'Impossible is Nothing'  
Understand and celebrate a range of cultures  
Take responsibility for themselves & others  
Be honest and learn from their mistakes  
Respectful, caring and helpful

### **Experiences**

To have 1<sup>st</sup> hand experiences of...  
Going away on a residential trip  
Visiting a range of places of worship  
A chance to look after an animal  
Relevant trips to theatres/farms/beaches  
Taking part in public performances  
Work experiences & further education

### **Knowledge**

High school ready English & maths  
To know about local places of interest  
To know where we are in the world  
Life skills – money, time, cooking  
Information about possible careers  
To know major historical facts  
To know their own strengths

## **Acceptable use of the Internet Policy**

The guidance in this policy is intended to give everyone connected to **Hunslet Carr Primary School** a clear explanation of what is expected of them with regards to the acceptable use of the Internet in relation to their role in school.

**This policy should be read in conjunction with the E Safety and Social Media Guidance to Staff as well as the Child Protection Policy.**

### **Why is the Internet important?**

Computing and the internet are essential tools for learning and communication that are used in **Hunslet Carr Primary School** to deliver the curriculum, and to support and challenge the varied learning needs of its students.

Computing is also used to support the professional work of staff and to enhance the school's management information and business administration systems.

As well as this **Hunslet Carr Primary School** uses computing to share information and ideas with all sections of the school community through the school website and more recently our Twitter feed.

### **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 only access appropriate material through LCC agreed firewalls.

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. Therefore, children will be taught about keeping safe on the Internet and what to do if they see or hear something that they don't like as part of our curriculum.

### **What filtering is in place?**

Primary ICT (The school's ICT provider) has security in place that blocks sites unsuitable for school children. Children logging on with school accounts or their own passwords can access less of the internet than an adult in school can logging on with their password.

**If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to Primary ICT via the Computing Subject Leader, Gary Lumb.**

### **Purpose and use of Internet and E-mail for staff at Hunslet Carr Primary**

Staff need to remember that they have a professional responsibility in terms of personal confidentiality; especially communication with parents, i.e. social media; email; text message.

**If anyone is concerned about privacy or doesn't know how privacy settings work on certain websites see the Computing Subject Leader, Gary Lumb.**

### **Staff use**

The school internet (i.e. any internet usage on a school computer / laptop) can be used for:

- any activity which supports the curriculum / teaching / learning
- online educational resources
- work email
- search engines
- personal e-mail/social networking **only in your own time**
- other appropriate personal usage **only in your own time.**

The school internet cannot be used for:

- online gaming/gambling
- pornography
- online dating
- other inappropriate personal usage
- accessing material that incites hate through the promotion of extremist views.

Our School email (@hunsletcarr.co.uk) system can be used for:

- any activity which supports the curriculum
- to enable local, regional, national and international collaboration between staff and students
- to supply and share information with other schools, the LEA and parents
- to enable homework to be submitted/collected
- to make contacts between governors
- to support school administration.

Our school email system cannot be used for:

- sending material which contains abusive or offensive language
- sending messages which are bullying or threatening in nature
- sending viruses, hoax letters or chain mail
- sending personal emails (unrelated to school or work)
- participating in news groups/chat rooms/social networks that require email address.

### **Pupil use**

Through the curriculum, pupils will be taught to be critically aware of the materials they read on the internet and shown how to validate information before accepting its accuracy.

Pupils will be taught Internet 'Resilience' in school and will know how to report access of inappropriate material to their teacher. Teachers will work to create a culture where this is expected and nothing for pupils to hide. This will include being taught the icons and buttons to click in order to report concerns on websites.

Pupils will also be taught how to use information on the internet and how cutting and pasting information that you then suggest is your own is not acceptable.

### **How will e-mail be managed?**

Staff will only use (@hunsletcarr.co.uk) addresses provided and use of other personal email addresses (e.g. hotmail) will not be allowed in school time (other than before school, during break, lunch and after school).

### **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' home information will not be published.
- Web site photographs that include pupils will be selected carefully and parental permission granted.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **How will Internet access be managed?**

Staff will adhere to the guidance in this document, E safety and Social Media guidance and Child Protection Policy. Further guidance is also given within the Staff Handbook.

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

- rules for Internet access will be discussed by teachers within the curriculum.
- children will be taught age-appropriately about Internet use/safety/e-mail use during curriculum time
- as part of their curriculum all children will take part in Safer Internet Week and learn about various aspects of the Internet
- as part of their induction all staff will receive a copy of this policy and all related document. Anyone who doesn't understand all or part of what is written should speak to their Assistant Head or Gary Lumb, the Computing subject leader.

### **How will complaints regarding Internet use be handled?**

- responsibility for handling incidents will be delegated to a senior member of staff
- any complaint about staff misuse must be referred to the Headteacher.