



Safe Use of the Internet and Email Policy

The staff and governors recognise the need for an internet access policy to be in existence to protect the children and adults from unsuitable material.

Our objectives in providing access for children and staff to the internet and email are to provide:

- educational and cultural exchanges between children, their families, teachers and schools, both locally and world-wide;
- access to world-wide educational resources;
- access to experts in many fields for children and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- the exchange of curriculum and administration data with the LA and DFE;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- the ability to access cultural, vocational, social and leisure ICT facilities in libraries, clubs and at home.

Internet access for staff will include access to computers for linked professional use during rest periods and non-contact time, e.g., checking emails, searching classroom resource material, identification of professional training courses and website information that may aid with classroom strategies, e.g., websites relating to communication development or specific areas of SEND. Please note, website access is restricted to appropriate sites by Cybersupport. Classroom staff and administration staff will be set-up with an outlook email account.

Internet access for children will be for the enrichment and extending of learning activities. Internet sites will be monitored to reflect curriculum requirements and the age of the children. Access to the internet is not available for the children in the classroom.

Responsible adults will support and guide the children in on-line access at all times. Staff will be aware of the need to evaluate and verify information available via the media as accuracy and quality of information is variable.

Intranet access for Governors will be facilitated. Full meetings and committee meetings will be organised through Governor Hub.

The Federation subscribes to **Cybersupport filtering procedures** in an attempt to ensure that no inappropriate materials are available within the school.



Any adults coming across material that is distasteful, uncomfortable or threatening in the school will report this immediately to the Executive Headteacher, who will deal with material and information quickly and safely, including reporting details of sites to Cybersupport for filtering.

Respect for copyright and intellectual property rights and the correct usage of published materials must be adhered to.

Staff

All staff should be mindful at all times to be respectful in email exchanges with colleagues and other professionals. Staff are also reminded to take appropriate care regarding their own use of the internet and social media sites when off duty. Any reports of inappropriate use will be taken very seriously and will be investigated by the Executive Headteacher and Governing Body according to disciplinary procedures. Staff have attended training on Internet safety.

Sensitive Information

Files containing information of a sensitive nature, e.g. relating to the safeguarding of individual children, must be encrypted using the RBWM secure encryption system (Cisco secure email encryption) prior to sending via email.

Related Policies

This policy should be read in conjunction with the following Federation policies:

- Child Protection Policy and Statement
- Whistleblowing
- Safe Code of Conduct
- Camera and Image Policy
- Mobile Phone Policy
- ICT Policy
- Social Media Policy

Approved by: Teaching and Learning Committee

Signed by Chair of Governors:

Date: 3rd June 2025

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