

# Hampton Hargate Primary School

## Online Safety Policy

Date: SPRING 2026

Review date: SPRING 2028

Hampton Hargate Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. As a Dyslexia Friendly School, we understand the importance of pupils acquiring literacy and numeracy whilst promoting a broad and balanced curriculum, accessible to all. We recognise that different children's needs are met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment. All staff must follow the guidelines set out in the relevant section of **myconcern®** which is available online.

**This policy must be read in conjunction with the Safeguarding and Child Protection Policy.**

## **Background**

Our online safety policy reflects the need to raise awareness of the safety issues associated with electronic communications as a whole. The school will ensure that all members of the school community are aware of the online safety policy and the implications for the individual. This will be done via posters around the school together with termly lessons on online safety along with assemblies and special events. Online safety depends on staff, governors, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet enabled devices. The Internet is an essential part of modern life. The school has a duty to provide pupils with quality internet access as part of their learning. This online safety policy covers any device that has access to the internet. It will be revised as necessary to incorporate new and emerging technologies.

All staff will receive appropriate safeguarding and child protection training, including online safety which, amongst other things, includes an awareness and understanding of the school's filtering and monitoring arrangements, who oversees this and what to do if a concern is identified. Additional information /updates are provided to staff as necessary. The training will be regularly updated, as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

## **Internet and the school**

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 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 approach to its use.

## **Internet provision**

Internet access in the school is provided via a broadband link through a provider called Talk Straight. Filtering, appropriate to the age of the pupils, is provided as part of this link. Provision of a suitable virus protection system has been implemented by the Network Manager. This protection is updated on a regular basis. Wi-fi access to the school's broadband service is protected by password.

## **Internet and the curriculum**

As part of the curriculum, pupils will be made aware of the guidelines for the acceptable use of the internet and what is not acceptable. It will also be displayed in all classrooms. All pupils will be given clear objectives when using the internet and will receive regular reminders on responsible use. Internet based activities will be planned to enrich learning. Curriculum activities that involve the use of the internet for gathering information and resources will develop pupils' skills in locating and evaluating material. Pupils will be taught how to judge the validity and likely accuracy of information found online. Where material gathered from the internet is used by pupils in their own work they will be taught to acknowledge the source of the information where appropriate. The

school will ensure that the use of internet materials by staff and pupils complies with copyright law.

### **Email**

Curriculum activities that involve the use of email will be through the use of class or group webmail accounts that are controlled by the school. All email communications sent by members of staff that relate to the school will be through authorised, school controlled webmail accounts.

### **Social media and mobile phones**

The use of social media is not permitted by pupils within school. Social media such as X (formerly known as Twitter) may be used where the use is via the official school account and by authorised staff. The use of mobile phones will not be permitted during lessons or formal school time. Pupils are not permitted to have mobile phones with them in school. The only exceptions are where parents/guardians give written permission for their child to bring a mobile phone to school where it will be turned off and stored by the class teacher until the end of the school day. In exceptional circumstance pupils may be allowed to carry mobile phones – for example for medical reasons such as monitoring diabetes.

### **Staff access**

All members of staff including teachers, supply staff, teaching assistants and support staff should be aware of the school's Online Safety Policy. Staff should be aware that internet traffic is filtered and can be monitored and traced to the individual user or device and professional conduct is essential. Staff development in safe and responsible internet use will be provided as part of the continuing professional development programme.

### **The school website**

The school website is regularly maintained and kept up to date. The headteacher ensures that the content is accurate and appropriate to the needs of the school community. No personal information about any member of the school community will be published on the website. Permission from parents or carers will be obtained through consent forms or verbal conversations before photographs of pupils or pupil names are published on the website.

### **Identifying risks to children**

Some material available on the internet is unsuitable for pupils. Methods to identify, assess and minimise risks will be reviewed regularly. Inappropriate websites will be blocked by contacting Talk Straight. Likewise blocked websites can be unblocked where deemed appropriate by senior leadership. The school will take all reasonable precautions to ensure that pupils access only appropriate material. However, due to the nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer or device. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

## **Unsuitable content**

Where unsuitable content is encountered staff and pupils should follow the school procedures for such events:

Unsuitable URL addresses will be blocked by reporting them to the Computing Co-ordinator, Network Manager or Headteacher who will in turn request the site is blocked by Talk Straight.

Pupils must report unsuitable material immediately to a member of staff

Where incidents occur due to non-compliance with the school online safety policy this will be reported to the Headteacher or in their absence the deputy or assistant head. Any issues relating to staff misuse must be referred directly to the headteacher.

## **Filtering and Monitoring**

The headteacher will ensure that the online safety policy is implemented and compliance with the policy monitored. Should it become necessary to prohibit the use of internet resources for a pupil then parents or carers will be involved so that a partnership approach can be used to resolve any issues.

All staff will receive appropriate safeguarding and child protection training, including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring, at induction. The training will be regularly updated, as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

## **Artificial intelligence (AI)**

Artificial intelligence (AI) may be used in school to enhance teaching and learning, but must always be applied safely, responsibly and with regard to children's use, using appropriate supervision. In keeping with all use of technology by children any AI tools accessible on pupil devices will be appropriately filtered, monitored and overseen by staff to ensure safe interactions and to prevent exposure to inappropriate content. Pupils using Chromebooks may access limited AI features where these directly support learning—such as improving understanding, providing examples or offering feedback—but AI must not be used to complete work for them or replace their own thinking.


All staff should be mindful that AI can be beneficial when used safely and appropriately. Children will be supported to learn with AI while understanding its limitations and risks, particularly around accuracy and data privacy.

Staff must only use appropriate AI tools, specifically Microsoft Copilot accessed through their secure school log ins, to ensure that all data and generated content remain protected within the school's systems and are not shared beyond the organisation. Where other AI tools are used by staff, they should never use data, such as names and personal details, which should not be shared beyond the school.

Reviewed March 2026 by Duncan Milner Computing Co-ordinator.

This policy was agreed on: 22/4/2026

To be reviewed SPRING 2028

Signed:  on behalf of the Governing Body

Date: 22/04/2026