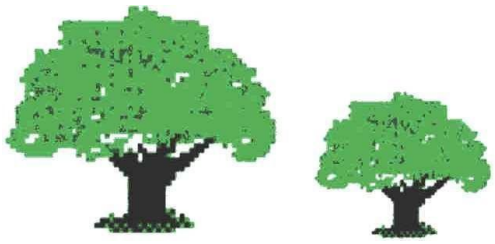
Green Park Primary School



Online Safety and Acceptable Use Policy

September 2026

Approved by the Governors on: _____

Signed: _____(Chair)

To be reviewed: September 2027

Green Park Primary School

Online Safety and Acceptable Use Policy for ICT

September 2026

Acceptable Use Statement

The computer system is owned by the school. "The computer system" means all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or taken offsite.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development.

All members of staff, students on placement, supply teachers etc must sign a copy of this policy statement before a system login password is granted.

All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use. Please refer to the computing curriculum map for e-safety.

Internet Access Policy Statement

All Internet activity should be appropriate to staff professional activities or the children's education;

- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person;
- The Internet may be accessed by staff and children throughout their hours in school;
- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media;
- Use of the school's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is excluded;

- Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. All material saved on the school's network is the property of the school and making unauthorised copies of materials contained thereon maybe in breach of the UK GDPR/Data Protection Act 2018, Individual Copyright or Intellectual Property Rights;

- Use of materials stored on the school's network for personal financial gain is excluded;

- Posting anonymous messages and forwarding chain letters is excluded;

- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden;

- All web activity is monitored, including the content of e-mail, therefore it is the responsibility of the user to ensure that they have logged off the system when they have completed their task;

- Children must not be given unsupervised access to the Internet. For the purposes of this policy, "supervised" means that the user is under the direct responsibility of an adult;

- The teaching of Internet safety is included in the school's computing curriculum but all teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school's computer systems;

- All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff.

Internet and System Monitoring

Through Benchmark, our system provides appropriate filtering and monitoring (including cyber-filtering and monitoring for self-harm, radicalisation, and grooming). The Designated Safeguarding Lead (DSL) is Mrs M. Burns who handles any alerts captured through SENSO. Reports are sent regularly to the Headteacher outlining details of any inappropriate use. It is the responsibility of the Headteacher to record obscene, racist or threatening language detected by the system. It is for the headteacher to decide upon the appropriate course of action or sanction.

All serious transgressions of the school's Internet Access Policy are recorded in the school's ICT violations register. The violations register is held by the Headteacher.

Transgressions of Internet Policy and use of inappropriate language can be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the school's Behaviour Policy.

Breaches of Internet Access Policy by staff will be reported to the Headteacher and will be dealt with according to the school's and LA's disciplinary policy, or through prosecution by law.

In line with statutory guidance, Green Park Primary School addresses online radicalisation (Prevent Duty) and acceptable/unacceptable use of Artificial Intelligence (AI) tools by staff and pupils.

Internet Publishing Statement

The school wishes the school's web site to reflect the diversity of activities, individuals and education that can be found at Green Park Primary School. However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- Surnames of children should not be published, especially in conjunction with photographic or video material;

- No link should be made between an individual and any home address (including simply street names);

- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the person responsible for child protection.

Use of ICT Equipment

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

All personal data held on the school's network is subject to the UK GDPR/Data Protection Act 2018 and the school's Data Protection Policy.

Use of Portable Equipment

The school provides portable ICT equipment such as laptop computers, chrome books, ipads and colour printers to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

- Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of a laptop computer and access should be negotiated with the individual concerned.

- Equipment such as laptop computers is encouraged to be taken offsite for use by staff in accordance with the Online Safety/Acceptable Use Policy and that the equipment is fully insured from the moment it leaves the school premises. Note: our school insurance policy provides cover for equipment taken offsite, provided it is looked after with due care, i.e. not left in view on a car seat etc;

- Any costs generated by the user at home, such as phone bills, internet connection, printer cartridges etc. are the responsibility of the user;

- Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be returned to school. In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it;

- If an individual leaves the employment of the school, any equipment must be returned;

- Care should be taken over the use of USB pens. These must be encrypted.

- Staff may install software on laptops to connect to the Internet from home. If in doubt seek advice;

- No other software, whether licensed or not, may be installed on laptops in the care of teachers as the school does not own or control the licences for such software;

- Where data of a personal nature such as school reports, TSPs, correspondence, photographs and assessment data is taken home on a school laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure its integrity and security.Personal data must remain within secure school cloud storage (Google Drive) and never saved directly to local personal drives. Use of staff's own digital equipment such as cameras and mobile phones is not allowed to photograph, video or record pupils. Staff must strictly use school-provided devices to take photos or record pupils.

- All staff are encouraged to make use of the school's anti-virus software for installation on any computers at home that they routinely use for school work.

- Mobile phones and smart technology (including smartwatches, fitness trackers with messaging/camera capabilities, and GPS trackers) are prohibited for pupils during the school day. Staff may bring personal devices to school but must keep them switched off or on silent and securely stored out of sight during contact time. Phone mirroring features on smart watches must be disabled. Please see additional policy specifically for Mobile Phone and Smart Technology.
  Mobile Phone and Smart Technology Policy 2026

Acceptable Use Policy, Green Park Primary School
2026-2027

I confirm I have read and understood the school's Online Safety/Acceptable Use Policy.

Signed:

Name:

Position:

Date:

Institution : **Green Park Primary School**

This document is licensed under a Creative Commons Share and Share Alike attribution

