St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

Internet Access Policy

Revised: July 2025

Reviewed and ratified by Full Academy Trust:

Date: 17.7.25

Signed: Andi Christou

Name: A Christou

Position: Chair of Education Committee

Date of next review: July 2027

Mission Statement

The aim of St Cyprians Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment, through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spiritually to enable them to achieve their full potential and prepare them for successful transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.

The term 'parents' in this policy also refers to carers.

Introduction

The Internet Access Policy has been written by the Academy's Information Communication Technology (ICT) co-ordinator within the Academy and will be reviewed on an annual basis. It has been agreed by the Senior Leadership Team and approved by governors.

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of ICT, for example, web-based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communications use and pupils need to develop ICT life skills in their use. Access to the internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsible and mature approach towards its use.

The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the Academy's management information and business administration systems.

Internet Access

- Each user will have their own USO and is informed that use is monitored;
- 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 and e-mail may only be accessed via the Academy's network between the hours of 06.30 and 18.00 on weekdays and at the Headteacher's discretion at other times i.e parents evenings and evening meetings;
- Activity that threatens the integrity of the Academy'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 for personal financial gain, political purposes or advertising is excluded;
- Copyright of materials must be respected;
- 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.

- Children are taught how to use the internet safely and know that, if an inappropriate image pops up, shut the laptop, they are to inform a member of staff who will speak with the Headteacher. If this occurs the Headteacher will ensure that appropriate steps (see appendix) are taken to prevent this reoccurring;
- Children have ongoing training in using the CEOP (Child Exploitation and Online Protection) button to report any inappropriate material whilst away from the academy.
- All staff have the responsibility to be present, actively monitor and must remain vigilant at all times while children have access to the internet.

What the Academy focuses on

The Academy aims to teach pupils to use the Internet effectively in response to an articulated need - e.g. a question arising from work in class.

Teachers will also choose a topic with care, select the search engine and then discuss with pupils sensible search words, which should be tested beforehand and whilst not in the presence of children.

Children should be able to answer the question 'Why are we using the Internet?' In their responses they will be encouraged to evaluate their information.

Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Teachers will help pupils to evaluate Web materials and develop healthy and critical attitudes.

The Academy will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Headteacher via email ensuring there is no mention of sensitive information. The Academy will whenever possible ensure that all browser settings are on the highest possible security setting.

Internet access in the Academy

Providing access to the internet in the Academy will raise educational standards and support the professional work of staff. Teachers and pupils will have access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the Local Education Authority (LEA) and Department for Education & Academies (DfES); receive up-to-date information and participate in government initiatives such as National Grid for Learning (NGfL) and the virtual teacher centre.

In the longer term the internet may also be used to enhance the Academy's management information and business administration systems.

Staff, including supply staff, will not be expected to take charge of an Internet activity without training. Staff should be given the opportunity to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the Academy Internet Access Policy which must be read and signed. All signed copies will be held in the office. Staff will have its importance explained to them by the ICT Co-ordinator

Parents' attention will be drawn to the Policy by letter in the first instance and, thereafter, in our Academy prospectus. Our Academy Internet Access Policy will be available for parents and others to read on demand.

Internet Publishing Statement

Whilst in line with legislation, the Academy endeavours to reflect the diversity of activities, individuals and education that can be found at St Cyprians Academy. However, the Academy 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:

- No video recording may be made or published without the written consent of the parents/legal guardian of the child concerned, and the child's own verbal consent.
- 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 acceptable, but images of that child should not be published. If in doubt, refer to the person responsible for child protection.
- No material may be published on the Academy web site without approval of the ICT co-ordinator. Published material on the Academy's website will be monitored by the ICT co-ordinator.

The use of E- mail

- Pupils may only use approved e-mail accounts on the Academy system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Whole-class addresses will be used throughout the Academy. Individual e-mail address will not be allowed.
- Access in Academy to external personal e-mail accounts will not be allowed. E-mail will only be used for educational purposes.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on Academy headed paper.
- E-mail from Academy computers is liable to random checks.

Management of the Academy Web Site

The head teacher will delegate editorial responsibility to a member of staff, namely the ICT co-ordinator. They will ensure that the content is accurate and quality of presentation is maintained. The point of contact on the Academy website will be the Academy address and telephone number. Home information or individual e-mail identities will not be published.

Pupils Work

Any work published on the Academy website will be all the pupils own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name.

Photographs

Any photographs used will not identify individual pupils and their full names will not be used anywhere on the website. Written permission from parents will be sought before photographs of pupils are published on the Academy website.

Cyber Bullying

At St.Cyprian's Greek Orthodox Primary Academy, we take any form of bullying, including cyber bullying very seriously.
'Cyber bullying is when a child, pre-teen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, pre-teen or teen using the internet, interactive or digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor'.
Should there be an incident of cyber bullying, parents will agree to bring in all moble/electronic devices involved in the incident.
The Academy will follow its Behaviour & Anti-Bullying Policy in dealing with cyber bullying.

http://www.stopcyberbullying.org/what_is_cyberbullying_exactly.html

www.thinkyouknow.co.uk
Pupils have been involved in the Child Exploitation and Online Protection Centre (CEOP) Think You Know programme. This programme has been put in place in the form of lessons taught by the ICT Co-ordinator. the programme is on going in Years 1-6 during Anti Bullying Week.
Children use the internet and need to feel as safe as possible. If any child is unsure, they tell an adult who will report it to the Headteacher. If children need to use email in school it is only to be a school allocated address, and only to be used during appropriate lesson time.
www.youthinkyouknow.co.uk has a range of films, presentations, games, lesson plans and posters covering issues of staying safe on the internet, mobile phones and any other new technology.

The Academy, using LGFL resources will ensure that children have progressive learning experiences.

Unsuitable content accessed
Minimise/close lid/turn off screen immediately
Get the attention of an adult in the class
Teacher/Adult assess the accessed content
Unsuitable content accessed?
Yes
No
Complete incident form on network drive and print.
Remind user of acceptable use agreement.
Yes
Report incident to Head/ICT coordinator
Yes
Head and ICT coordinator to refer to internet access and ICT policies. File incident.
Yes
Identified actions
No
Escalate as appropriate
Yes
Praise user for following procedure and explain any misconceptions. use as a teaching point if required.
complete incident form with next steps. update all parties involved. Use incident as a learning point to inform future procedures and policies.

St.Cyprian's e-safety incident report

Your details	Name:	Position:	Date and time of incident

Details of incident (what happened)

Where did the incident occur:

Who was involved in the incident?

Child/young person ☐

Name of child……

Staff member/ volunteer ☐

Name of staff member/ volunteer……

Other ☐

please specify……

Description of incident (including IP addresses, relevant user names, devices and programmes used)

Action taken:

☐ Incident reported to head teacher/senior manager
☐ Advice sought from DSL
☐ Incident reported to Internet Watch Foundation
☐ Incident reported to IT
☐ Disciplinary action to be taken
☐ E-safety policy to be reviewed/amended
☐Other (please specify) ……

Outcome of investigation:

Date of incident sign-off: