Together we care, Together we learn, Together we achieve.
Gyda'n gilydd rydym yn gofalu, dysgu a chyflawni.



Ysgol Gynradd
COEDPENMAEN
Primary School

Internet and Acceptable Use Policy

Policy written:	**Summer 2026**
Headteacher signature:	
Chair of Governor's signature:	
Policy review date:	**Summer 2028**

1. Objectives of this Policy

The purpose of Internet use in school is to raise educational standards, promote pupil achievement and motivation, support staff professional work and enhance administration systems.

The school recognises that internet use is an essential part of modern life and learning. Pupils are entitled to safe and equitable access as part of the curriculum, supported by appropriate supervision and education.

This policy also reflects the school's commitment to:

- Equality of access for all learners
- Safe and inclusive use of technology
- Alignment with national guidance, including safeguarding and the Anti-Racist Wales Action Plan

The school acknowledges that not all pupils have the same experiences, access, or levels of risk in the online environment and will take reasonable steps to ensure equity, inclusion and protection for all.

2. How Internet Use Enhances Learning

Internet access will:

- Be planned to enrich and extend learning
- Be age-appropriate and supported by staff
- Include opportunities for pupils to develop research and digital literacy skills

The school will ensure:

- Access is **equitable**, recognising that some pupils may have limited access outside school
- Appropriate adaptations are in place for pupils with **Additional Learning Needs (ALN)**, including assistive technologies and supported access

3. Evaluating Internet Content

Pupils will be taught:

- To critically evaluate online content
- To recognise that information may be inaccurate, biased or misleading
- To validate sources and respect copyright

In addition, pupils will be taught to:

- Recognise harmful, discriminatory or racist content
- Challenge stereotypes, bias and misinformation
- Report content that causes concern

Any unsuitable material must be reported to staff immediately.

4. Communication and Email

Digital communication will:

- Be supervised and appropriate
- Use school-approved platforms

Pupils must:

- Not share personal information
- Report any inappropriate messages
- Communicate respectfully at all times

The same standards of behaviour apply to all digital communication as in face-to-face interaction.

5. Managing Online Content and Platforms

The school will:

- Ensure online content is appropriate and inclusive
- Avoid publishing identifying pupil information
- Gain parental consent for use of images and work

Pupils will only access:

- Approved platforms and resources
- Supervised and moderated environments where appropriate

6. Emerging Technologies

New technologies (including apps, online tools and AI platforms) will be:

- Risk assessed before use
- Monitored for safeguarding concerns
- Introduced with clear guidance for safe and appropriate use

7. Authorising Internet Access

Access to the internet:

- Is a core part of the curriculum
- Will be supervised and controlled
- Requires parental consent

Provision will reflect:

- Age and maturity of pupils
- Individual needs, including accessibility requirements

8. Assessing and Managing Risk

The school acknowledges that:

- Not all risks can be eliminated
- Some groups of pupils may experience **greater vulnerability online**

The school will:

- Regularly assess risks
- Monitor incidents (including discriminatory incidents)
- Take action to reduce harm

Use of school systems for inappropriate purposes may result in sanctions.

9. Filtering and Monitoring

The school will:

- Use filtering and monitoring systems to protect pupils
- Work with providers and the Local Authority in particular Extrascope
- Regularly review effectiveness

Monitoring will support safeguarding, including identifying:

- Harmful behaviour
- Exposure to inappropriate or discriminatory content

10. Online Safety and Safeguarding

Pupils will:

- Be taught how to stay safe online
- Understand how to report concerns

The school will:

- Treat all safeguarding concerns seriously, including online harm
- Act on any concerns regarding inappropriate or illegal material

This includes:

- Racism
- Hate speech
- Bullying or harassment

11. Security of Systems

The school will:

- Maintain secure systems
- Use up-to-date protections
- Ensure appropriate access controls

Users must:

- Keep passwords secure
- Use systems responsibly

12. Complaints and Incidents

All incidents will be:

- Taken seriously
- Investigated by senior staff

The school will:

- Work with parents where appropriate
- Apply sanctions where necessary

Incidents involving discrimination, including racism, will be:

- Clearly identified
- Recorded and addressed appropriately
- Managed in line with safeguarding procedures

13. Education and Awareness

Pupils will be taught:

- Safe and responsible internet use
- Respectful communication
- Critical awareness of online content

This includes:

- Understanding bias and discrimination
- Recognising and reporting harmful behaviour

14. Staff Responsibilities

Staff must:

- Model appropriate use
- Supervise pupils effectively
- Follow policy expectations

Staff will:

- Receive training where appropriate
- Be aware of safeguarding responsibilities

15. Working with Parents

The school will:

- Share guidance with parents
- Promote safe use at home
- Provide support where needed

This includes:

- Recognising that families have differing levels of access, knowledge and confidence
- Providing accessible information where possible

16. Equality, Inclusion and Anti-Racism

The school is committed to:

- Providing equitable access to technology and learning opportunities
- Supporting pupils with diverse needs and backgrounds
- Creating a safe, inclusive digital environment

The school recognises that:

- Online risks may disproportionately affect some groups
- Racism and discrimination can occur online

The school will:

- Promote inclusive and respectful behaviour
- Challenge racism and discrimination
- Support pupils in developing critical awareness of online content

17. Policy Monitoring and Review

This policy will be:

- Reviewed every 2 years
- Updated in line with national guidance
- Monitored for impact on pupil safety and inclusion

Equality Impact and Anti-Racist Review Statement

This policy has been reviewed through an Equality Impact Assessment to ensure that it promotes fairness, inclusion and equitable access for all members of the school community. Consideration has been given to protected characteristics, including race, disability, gender, language and socio-economic background. As part of this process, the policy has been strengthened to recognise that pupils may experience digital access and online safety differently, and that reasonable adjustments and inclusive approaches are required to support all learners, including those with additional learning needs and those facing digital disadvantage.

In addition, the policy has been reviewed using the DARPL Anti-Racist Policy Checker to ensure alignment with the Anti-Racist Wales Action Plan and the principles of prevention, integration, involvement, collaboration and long-term impact. This has resulted in additional emphasis on explicitly recognising and addressing online racism, discriminatory language and bias, and ensuring that incidents are reported and responded to appropriately. The review has also strengthened the policy's

commitment to supporting pupils to critically evaluate online content, including recognising stereotypes and misinformation, and to ensuring that safeguarding procedures reflect the potential disproportionate impact of online harm on racially minoritised learners.

The school is committed to ensuring that this policy is not only inclusive in principle but actively anti-racist in practice, and that it will be regularly reviewed to monitor its effectiveness in promoting equity, safety and belonging for all.

Appendix 1

Policy Acceptance Form

The computer system is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the students, the staff and the school.
The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Access must only be made via the authorised account and password, which must not be made available to any other person;
- All Internet use should be appropriate to staff professional activity or student's education, in line with Local Authority expectations;
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden;

- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Users are responsible for e-mail they send and for contacts made that may result in e-mail being received;
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded;
- Posting anonymous messages and forwarding chain letters is forbidden;
- Copyright of materials and intellectual property rights must be respected;
- Legitimate private interests may be followed, providing school use is not compromised;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;

Staff requesting Internet access must sign a copy of this Acceptable Internet Use Statement.

By signing the declaration below, I confirm that I have read and understood, and will abide by the acceptable use conditions set out in the above named policy.

I further understand that any violation of this policy may result in ICT access privileges being revoked and disciplinary action being taken against me, in accordance with the Council's disciplinary policies and procedures.

Full Name (print)	
Designation	
School	Coedpenmaen Primary School, Pontypridd, CF37 4LE
Signature	
Date	

It is the responsibility of the Headteacher to ensure all staff that access the School's network for Internet and Email use, read and sign the acceptance form. The Headteacher must retain the signed acceptance forms for all other staff at the school.

Coedpenmaen Primary School

Responsible Internet Use

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet.
- I will use only my own network login and password, which is secret.
- I will only look at or delete my own files.
- I understand that I must not bring software or disks into school without permission.
- I will only e-mail people I know, or my teacher has approved.

- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.

- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the Internet sites I visit.

- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

- The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound

Appendix 2

Responsible Internet Use

Dear Parents,

As part of your child's curriculum and the development of ICT skills, Coedpenmaen Primary School is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use Internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely,

Miss Ansell-Jones
Headteacher

Appendix 3

Coedpenmaen Primary School **Responsible Internet Use** This will be shared with parents via Google form on entry to the school	
Pupil:	**Class:**
Pupil's Agreement I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
Signed:	**Date:**
Parent's Consent for Internet Access I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.	
Signed:	**Date:**
Parent's Consent for Web Publication of Work and Photographs I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs and full names will not be used together.	
Please print name of parent/guardian:	
Signed:	**Date:**

This contract will remain on record for the duration of your child's time at Coedpenmaen Primary

Notes on the legal framework

The Computer Misuse Act 1990 makes it a criminal offence to gain access to a computer without permission. The motivation could be the technical challenge, data theft or to damage the system or data. The Rules for Responsible Internet Use remind users of the ownership of the school computer system.

Monitoring of data on a school network could contravene Article 8 of the European Convention of Human Rights and Fundamental Freedoms, e.g. the right to respect for private and family life, which is protected by the Human Rights Act 1998. The Telecommunications (Lawful Practice) (Interception of Communications) Regulations 2000 also limit monitoring. The 2000 Regulations apply to all forms of electronic monitoring and interception irrespective of whether the material monitored is generated by private use or in the course of the school's day to day activities.

A school may only monitor authorised private use of a computer system if it can justify monitoring on the basis that it is lawful, necessary and in the interests of amongst other things, the protection of health or morals or for the protection of the rights and freedoms of others. Schools should ensure that the monitoring is not out of proportion to the harm that could be done if the monitoring did not take place.

Schools could start by banning private use of a school's computer system, but then allow private use following application to the head teacher. The Rules for Responsible Internet Use, which every user must agree to, contain a paragraph that should ensure users are aware that the school is monitoring Internet use.

In order to defend claims that it has breached either the 2000 Regulations or the Human Rights Act 1998, a school should devise procedures for monitoring, ensure monitoring is supervised by a senior manager and maintain a log of that monitoring.

The following legislation is also relevant:
Data Protection Act 1984/98 concerns date on individual people held on computer files and its use and protection.
Copyright, Design and Patents Act 1988 makes it an offence to use unlicensed software
The Telecommunications Act 1984 Section 43 makes it an offence to send offensive or indecent materials over the public telecommunications system.
Protection of Children Act 1978
Obscene Publications Act 1959 and 1964 defines "obscene" and related offences.

References:

Brief introduction to dangers and legal aspects of the Internet.
www.bbc.co.uk/webwise/basics/user_01.shtml
List of useful law resources; see copyright and Internet sections.
http://link.bubl.ac.uk/law
HMSO: Full text of all UK legislation and purchase of paper copies.
www.legislation.hmso.gov.uk

Policy adapted from RCT Internet Access for Schools document 2003