



Internet Management Policy

At Sevenoaks Academy we support the rights of all members of the school community to be provided with and engage in a safe, inclusive, and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behavior of all members of the school community.

At our school we:

- have a Student Discipline Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues, and the strategies that they can implement at home to support their child

Safe and responsible behaviour for the Student

When I use digital technologies and the internet I communicate respectfully by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel working to stop bullying. I do not send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the Internet, letting others know by sharing the website link to acknowledge the creator.



When I use digital technologies and the Internet, I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information

When I use digital technologies and the Internet, I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- do not deliberately search for something rude or violent
- turn off or close the screen if I see something I do not like and tell a trusted adult
- am careful with the equipment I use.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

Student Name: _____ Signed: _____

Date: _____

Parent/Guardian: _____ Signed: _____

Date: _____