Byley Primary School

Busy Buddies

Safe Internet Use Policy

Busy Buddies recognises that the internet is a very useful resource for both the staff and the children, for research, homework and entertainment purposes. Children will only be allowed to access the internet at the club if their parent / carer have given prior written permission. A copy of the SMART guidelines will be printed out and kept next to the computer. The guidelines will be explained to any children wishing to access the internet:

Safe: Keep safe by not giving out personal information – such as name, email, phone number, address or school name – to people who you don't know or trust online.

Meeting: Never agree to meet anyone you have only met online unless your parent or carer is with you.

Accepting: Do not accept emails or instant messages, open files, images or text from people you don't know. They can contain viruses or nasty messages.

Reliable: Not all the information found on the internet is reliable and people you meet online won't always be telling the truth.

Tell: Tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable.

If a child does encounter something inappropriate on the internet, the manager will be informed and the incident will be noted on an Incident Record in the child's file and the child's parent will be asked to sign the Incident Record.

At Busy Buddies there is not always a computer available for the children to use, but when there is the following safeguards will be in place:

- A risk assessment will have undertaken.
- The computer will be located so that the screen can be easily seen from the rest of the room.
- Staff will supervise the use of the internet.
- The computer has an up to date virus checker and firewall installed.
- Google SafeSearch Filtering is turned on; children are encouraged to use a child-safe search tool.
- The computer's browser history is regularly checked to monitor which sites are being used; all staff and children are informed of this fact.