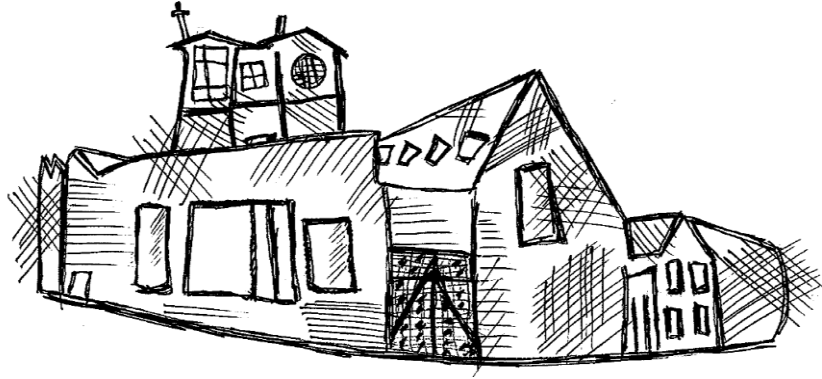




# Grange Primary School



## e-safety Policy

September 2026

***Belong***

***Believe***

***Achieve***

**DFES Statement**

*"The Internet and related technologies are powerful tools, which open up new prospects for communication and collaboration. Education is embracing these*

*new technologies as they bring with them fresh opportunities for both teachers and learners.*

*To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate and effective use both in and outside of the classroom.” DfES, eStrategy 2005*

## Whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- A comprehensive e-Safety education programme for pupils, staff and parents.

## Roles and Responsibilities

e-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The head teacher ensures that the Policy is implemented and compliance with the Policy monitored. The responsibility for e-Safety has been designated to a member of the senior management team.

Governors need to have an overview understanding of e-Safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance <sup>1</sup> on e-Safety and are updated at least annually on policy developments.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

All staff should be familiar with the schools' Policy including:

- Safe use of e-mail;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;

- Publication of pupil information/photographs and use of website;
- eBullying / Cyber bullying procedures;
- Their role in providing e-Safety education for pupils;

It is the duty of the school to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the school's physical buildings.

### **School Safeguarding Actions**

- Supervise pupils' use at all times, as far as is reasonable, and is vigilant in learning resource areas where older pupils have more flexible access;
- We use the London LGfL filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature;
- Staff are expected to preview all sites before use [where not previously viewed and cached] or only use sites accessed from managed 'safe' environments such as the Learning Platform;
- Each class will study how to be safe on the internet and follow an eSafety scheme of work provided to us by the LA. There will also be an annual e-Safety week, which will promote safety and awareness to children and their parents/carers.
- Plans the curriculum context for Internet use to match pupils' ability, using child-friendly search engines where more open Internet searching is required;
- All Google image searches are tested, where possible by staff before use.
- Informs users that Internet use is monitored(visiting the history icon shows usage)
- Informs staff and students that that they must report any failure of the filtering systems directly to the e-safety coordinator..
- Blocks all Chat rooms and social networking sites except those that are part of an educational network or approved Learning Platform;
- Only uses LGfL for pupil's own online creative areas such as JiT, J2e and creative toolkit;
- Only uses approved Blogging or discussion sites, such as on the LGfL / approved Learning Platform and blocks others.
- Only uses approved or checked web cam sites;
- Has blocked pupil access to music download or shopping sites – except those approved for educational purposes such as LGfL's Audio Network;
- Requires pupils (and their parent/carer) from Key Stage 1 and 2, to individually sign an e-safety / acceptable use agreement form which is fully explained and used as part of the teaching programme;
- Requires all staff to sign an e-safety / acceptable use agreement form and keeps a copy on file;
- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse – through staff meetings and teaching programme;

- Keeps a record, e.g. print-out, of any bullying or inappropriate behaviour for as long as is reasonable in-line with the school behaviour management system;
- Ensures parents provide consent for pupils to use the Internet, as well as other ICT technologies, as part of the e-safety acceptable use agreement form at time of their daughter's / son's entry to the school;
- Immediately refers any material we suspect is illegal to the appropriate authorities – LA / Police.

### How will complaints regarding e-Safety be handled?

Staff and pupils are given information about infringements in use and possible sanctions. Our Child Protection Officer acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

Complaints of cyber bullying both at home and in school are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school / LA child protection procedures.

Whenever a student or staff member infringes the e-Safety Policy, the final decision on the level of sanction will be at the discretion of the school's management. The school's Internet e-safety / Acceptable Use policy is made available and explained to staff / Governors, pupils and parents, with all signing acceptance / agreement forms appropriate to their age and role. The school makes it clear possible sanctions for infringements.

## **e-safety Agreement Form: Staff**

### **ICT / Internet Acceptable Use Policy – Staff**

- I will only use the school's ICT resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the ICT coordinator, Deputy Head or Head Teacher.
- I will not allow unauthorised individuals to access secure school systems (SIMS).
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to the ICT coordinator on request.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended system (Sophos).
- I will not use personal digital cameras or camera phones for transferring images of pupils or staff without permission.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute too are not confused with my professional role.
- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities. I will ensure that this is password protected to stop any unauthorised access.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice (pupils' photos).
- I will only use LA systems in accordance with any corporate policies.
- I will return laptops/iPads to their storage boxes for charging after use so they are charged fully for future use.
- I will only use my own personal mobile phone in designated areas.
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

**User Signature**

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy (normally an annual revisit). I agree to abide by the school's most recent Acceptable Use Policy.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature ..... Date .....

Full Name .....(printed)

Job title .....

## e-safety Agreement Form: Pupils

Keeping safe: stop, think, before you click!

Pupil name: \_\_\_\_\_

☐ I have read the school 'rules for responsible ICT use'. My teacher has explained them to me.

☐ I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

☐ This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way.

☐ I understand that the school can check my computer files, and the Internet sites I visit, and that if they have concerns about my safety, that they may contact my parent / carer.

Pupil's signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Keeping safe: stop, think, before you click!

### **12 rules for responsible ICT use**

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

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.

### **Review**

This policy will be reviewed yearly.