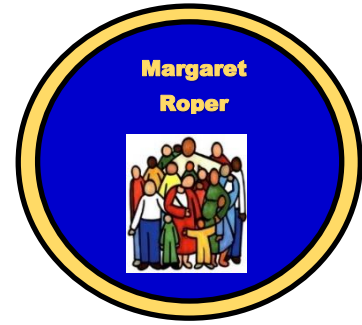


Margaret Roper Catholic Primary School

E-Safety Policy



Introduction

Margaret Roper Catholic Primary School recognises that internet, mobile and digital technologies provide positive opportunities for children and young people to learn, socialise and play but they also need to understand the challenges and risks. The digital world is an amazing place, but with few rules. It is vast and fast moving and young people's future economic success may be partly dependent on their online skills and reputation. We are, therefore, committed to ensuring that all pupils, staff and governors will be supported to use internet, mobile and digital technologies safely. This is part of our safeguarding responsibility.

We are also committed to ensuring that all those who work with children and young people, including their parents/carers, are informed about the ever-changing risks so that they can take an active part in helping children and young people navigate the online world safely and confidently.

Responsibilities:

This Policy applies to all pupils, parents and carers, teaching and support staff, governors, volunteers, students and visitors. This list is not to be considered exhaustive.

The Role of the Designated Person/s for Child Protection:

- To attend training in e-safety issues and be aware of the potential for serious child protection issues to arise from:
 - Sharing of personal data.
 - Access to illegal/ inappropriate materials.
 - Inappropriate on-line contact with adults/ strangers.
 - Potential or actual incidents of grooming.
 - Cyber-bullying.
- To provide support and advice to staff as regards potential e-safety issues.
- To liaise with the IT support company that filtering and firewalls are in place and they are working effectively.
- To liaise with the Computing Subject Leader and other staff in regards to the implementation and monitoring of the E-safety programme of work.
- To update the Head teacher and Governors of any e-safety issues that need attention.

The Role of Teaching and Support Staff:

- To have an up-to-date awareness of e-safety matters and of the current school policy and practices related to e-safety.
- To report any suspected misuse or problem to the Designated Person/s for Child Protection for investigation/ action/ sanction.

- To ensure any digital communications with pupils are on a professional level and only carried out using the official school systems.
- To ensure personal information including telephone contact details are not provided to pupils.
- To carry out the school's E-safety programme of work and embed this in everyday practice in all aspects of the curriculum.
- To ensure pupils understand and follow the e-safety rules.
- To ensure pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations, including the use of AI.
- To monitor activity in Computing lessons and extra-curricular/ extended school activities as appropriate.
- To be aware of e-safety issues related to the use of mobile phones, cameras, smart watches and hand-held devices which should not be within the children's possession in school. If mobile phones are brought to school as a child is travelling to or from school independently, they must be handed in to the class teacher at the start of the day, and returned at the end of the day.
- To ensure that in lessons where Internet use is pre-planned, pupils are guided to sites checked as suitable for their use and that processes are in place for dealing with unsuitable material that is found in Internet searches.
- To understand the contents of this Policy and other e-safety related policies.

The Role of Pupils:

- To abide by the school's rules for safe Internet Use.
- To avoid plagiarism and uphold copyright regulations.
- To understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- To abide by the school's policy as regards the use of mobile phones, cameras and other digital devices.
- To understand and abide by the school's anti-bullying policy.
- To understand the importance of adopting good e-safety practices outside of school.

Storage of Images

Photographs and videos provide valuable evidence of pupils' achievement and progress in a variety of contexts and can be used to celebrate the work of the school. In line with GDPR they are used only with the written consent of parents/carers which is secured in the first instance on a child's entry to the school. Parents are required to complete one form for each of their children. Records are kept on file and consent can be changed by parents/carers at any time.

Photographs and images of pupils are only stored on the school's agreed secure networks which include some cloud based services. Staff and pupils may have temporary access to photographs taken during a class session, but these will be transferred/deleted promptly.

Parents/carers should note that there may be some children who are at risk and must not have their image put online and others who do not want their image online. For these reasons parents/carers must follow the school's Acceptable Use Agreement and refrain from taking or posting online photographs of any member of the school community, other than their own child/ren.

Curriculum

Online safety is fully embedded within our curriculum. The school provides an age appropriate curriculum for online safety, as outlined in the Computing curriculum provider – Purple Mash. The scheme enables pupils to become informed, safe and responsible. The PSHE/RSE curriculum – Life to the Full – is also central in supporting the delivery of online safety education.

The curriculum is flexible and can respond to any immediate online safety issues and risks as they emerge.

It is necessary for pupils to develop skills of critical awareness, digital resilience and good online citizenship to enable them to use internet, mobile and digital technologies safely and responsibly. Pupils are taught to recognise the creative, collaborative, cultural, economic and educational opportunities provided by the internet, mobile and digital technologies.

Working in Partnership with Parents/Carers

The school works closely with families to help ensure that children can use internet, mobile and digital technologies safely and responsibly both at home and school. The support of parents/carers is essential to implement the online safety policy effectively and help keep children safe.

It is important that parents/carers understand the crucial role they play in this process. The school seeks to regularly consult and discuss online safety with parents/carers and seeks to promote a wide understanding of the benefits of new technologies and associated risks. The school provides regular updated online safety information through the school website, newsletters and by other means.

Use of social media and messaging apps/platforms

Social media (including all apps, sites and games that allow sharing and interaction between users) is a fact of modern life, and as a school, we accept that many parents, staff and pupils will use it.

We expect everybody to behave in a positive manner, engaging respectfully with the school and each other on social media, in the same way as they would face to face. This positive behaviour can be summarised as not making any posts which are or could be construed as bullying, aggressive, rude, insulting, illegal or otherwise inappropriate, or which might bring the school or teaching profession into disrepute. This applies both to public pages and to private posts, e.g. parent chats, pages or groups.

As outlined in the Acceptable Use Policies, pupils are not allowed to be 'friends' with or make a friend request to any staff, governors, volunteers and contractors or otherwise communicate via

social media. Exceptions may be made, e.g. for pre-existing family links, but these must be approved by the Headteacher/SLT

We recognise the value of informal parental communication through channels such as WhatsApp groups and other messaging platforms, which can be helpful and supportive to parents in the school. As these are private groups, which are not linked to the school in any official capacity, we request that parents follow the guidelines for social media usage while using these platforms - behaving in a positive manner, and engaging respectfully with each other.

If parents/carers have a concern about messages or content posted online about the school, staff members or pupils that has been shared on social media, or in a messaging platform (whether private or public), we ask that parents raise the concern with the school directly, and the school can then decide on an appropriate course of action regarding the message or content posted online.

If parents have a concern about the school, we urge them to contact us directly and in private to resolve the matter, rather than sharing on groups or messaging platforms.

Children's online use out of school hours

The school encourages parents to adopt good e-safety practices outside of school, when children are online out of school hours.

If parents/carers have concerns about the following, they should contact the school directly to discuss these concerns, and if necessary, the school will follow up with any pupils involved; involve other agencies as needed; or signpost parents/carers to further support services. This list is not considered to be exhaustive:

- Messages, images or content shared by children with other children in the school, through gaming sites, social media sites or messaging apps;
- Incidences of cyberbullying;
- Safeguarding issues linked to children's online presence, e.g.
 - CSE (Child Sexual Exploitation)
 - 'County Lines' / criminal gangs
 - Extremism/radicalisation

Linked Policies:

- Social Media and Photography Policy
- Staff Acceptable Use Agreement
- Pupil Social Media Policy
- Safeguarding Policy
- Anti-Bullying Policy
- Computing Policy

Policy Creation Date: June 2025 (E Jackson)

Policy Review Date: June 2026