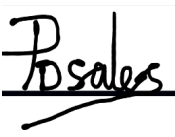




**BUCKLAND NEWTON
 PRIMARY SCHOOL**



E-Safety and Acceptable Use Policy

<i>Version Number</i>	2
<i>Author of Policy</i>	Stuart Galloway (Computing lead)
<i>Date Published</i>	October 2025
<i>Date for Review</i>	October 2026
<i>Signed and Date</i>	 October 2025

This policy is underpinned by our school motto:

*“ Let your Light Shine; on everyone,
 everywhere, everyday”*

And our theological roots:

*In the same way, let your light shine before others,
 that they may see your good deeds and glorify your
 Father in heaven (Matthew 5:16)*



New technologies have become integral to the lives of children and young people in today's society, both within school and beyond. The internet and other digital communication tools are powerful resources that open up opportunities for creativity, collaboration, and learning. They also enable staff to work more effectively and innovatively.

All users should have an entitlement to safe internet access at all times.

The Headteacher (Mr Philip Sales) holds overall responsibility for ensuring the safe use of technology within Buckland Newton Primary School. The computing co-ordinator (Mr Stuart Galloway) is responsible for the creation, daily management, and ongoing review of this E-Safety and Acceptable Use Policy.

Purpose of This Policy

This Acceptable Use Policy aims to ensure that:

- Pupils, staff, and volunteers use the internet and digital technologies safely for educational, personal, and recreational purposes.*
- School systems and users are protected from accidental or deliberate misuse that could compromise system security or safety.*
- Staff are protected from potential risks in their professional use of devices.*
- Pupils, staff, and volunteers develop safe, responsible habits when using technology.*

Buckland Newton Primary School strives to ensure that all staff, pupils, and volunteers have access to computing to enhance learning. Regular training sessions and assemblies will be organised by the computing Co-ordinator to promote safe e-practice. Class teachers will discuss online safety with pupils regularly, and parents will receive an annual letter outlining how to help children stay safe online at home.

The Four Key Areas of Online Safety

1. Content – What children access online

Pupils and staff will:

- Use online materials that are appropriate, age-relevant, and support learning.*
- Report any harmful, misleading, or inappropriate content immediately to a teacher or responsible adult.*
- Avoid downloading or sharing copyrighted material without permission.*
- Never access or distribute harmful, violent, or adult material.*

The school's internet filters and monitoring systems will block access to inappropriate sites and flag any concerning searches or behaviour. This is controlled by SAST IT Support.

2. Contact – Who children interact with online

Pupils will:

- Never share personal details (name, address, phone number, school name) with people they meet online.*
- Tell a teacher, parent, or carer if anyone online makes them feel uncomfortable or asks for personal information.*
- Never agree to meet someone they have only met online.*

Staff will model safe online communication and ensure pupils understand the risks of interacting with strangers online.

3. Conduct – How children behave online

All users will:

- Communicate respectfully and appropriately in all digital interactions.*
 - Never use ICT to bully, harass, or upset others.*
 - Think carefully before posting images, comments, or videos online.*
 - Understand that digital actions have consequences and can be permanent.*
-

Staff will monitor pupil conduct and address any incidents of cyberbullying or inappropriate use promptly, following school behaviour and safeguarding policies.

4. Commerce – Awareness of online money matters

Pupils will learn to:

- Recognise and avoid online scams, adverts, and in-app purchases.*
- Understand that some online activities cost money and that financial details should never be shared without an adult's permission.*
- Seek help from an adult if they encounter requests for payments, prizes, or personal information online.*

Staff will help pupils develop awareness of online commercial pressures and teach them how to manage digital spending safely and responsibly.

Acceptable Use Agreement – Staff, Students, and Volunteers

I understand that I must use school computing systems responsibly, ensuring that my actions do not put my safety, or the safety and security of others, at risk. I recognise the educational value of computing and will promote its safe and effective use with pupils.

Professional and Personal Safety

- I will not share personal contact details through digital communications.*
- I will keep passwords secure and never share them.*
- I will use school systems appropriately, both in and out of school.*
- I will report any security concerns, accidental breaches, or misuse to a member of the Senior Leadership Team.*

Professional Conduct

- I will use polite, respectful language in all digital communications.*
- I will only take or use digital images in accordance with school policy and will not identify individuals by name online.*
- I will not post or share online content that could compromise my professional role*

or the school's reputation.

- I will not install unauthorised software or attempt to bypass security systems.*

Data Protection

- I will keep all pupil and staff data confidential and stored securely on school devices or authorised cloud services.*
- I will not transfer data without proper encryption or permission.*

Breaches of this agreement may result in disciplinary action, suspension, referral to the Headteacher or Governors, and, if necessary, police involvement.

Pupil Acceptable Use Agreement

To stay safe when using computers, iPads, or the internet at school and at home:

- I will ask permission from a teacher, parent, or carer before using any device or app.*
- I will take care of school equipment.*
- I will tell an adult if I see something that upsets or confuses me.*
- I will not share personal information online.*
- I will always ask before taking or sharing someone's photo or video.*
- I will never be unkind or cyberbully anyone.*
- I understand that breaking these rules may mean I cannot use school technology for a time.*

Review and Monitoring

This policy will be reviewed annually by the Computing Co-ordinator, in consultation with staff, pupils, parents, and governors, to ensure it remains effective and reflects new technologies, risks, and guidance.