

**ST MARY'S BENTWORTH CE PRIMARY SCHOOL**  
**ICT & E-SAFETY POLICY (including Social Media)**

Listed Appendices:

- Appendix 1** Acceptable use Agreement Pupils (**Oak Class**)
- Appendix 2** Acceptable use Agreement (**Ash-Elder Classes**)
- Appendix 3-6** Pupil & **Parent/Carer (to sign) consent form per class**
- Appendix 7** E-safety / ICT Code of Conduct for Staff

Date of Implementation: March 2026 **Date for Review: March 2028**



Ownership: Education Committee	Links to: Child Protection, Safeguarding, Teaching and Learning, Anti-Bullying and SMSC Policies, Staff Discipline, Conduct & Grievance Procedures (MoPP)
Review Committee: Education Committee, Head Teacher	
Communicated to: Parents/Carers, Pupils, Staff, FGB	
Evaluation: (inc links to evidence) reference to The Prevent Duty 2015	

**Love** for each other, ourselves and the wider world  
**Respect** for each other, ourselves and the wider world  
**Belonging** to our communities with self-awareness and pride

St Mary's Primary School Bentworth recognises the importance of ICT to the whole school community and sees the Internet and related technologies as being a valuable resource.

This school's ICT and e-safety Policy has been agreed by the governors and staff of the school and can be accessed on the school's website.

The purpose of this revised policy is to define safe practice for the whole school community, taking into account our responsibility in preventing radicalisation and extremism as detailed in the Prevent Duty 2015. It relates to e-safety, networking, general ICT use (eg email, download, laptops, phones) and Social Media.

### **Pupils**

In the interests of pupil safety and in an attempt to minimise the risk of pupils viewing unsuitable material, the Appendices set out the provisions applied at school and are encouraged at home. These are signed by the pupils in School and sent home to parents to counter-sign annually and return to the School Office to be kept in pupils' individual files.

- Appendix 1 **Oak Class** Acceptable Use Agreement
- Appendix 2 **Ash-Elder Classes** Acceptable Use Agreement
- Appendix 3 **Oak Class** Pupil/Carer Consent form (*requires parent consent/signature*)

St Mary's Primary School, Bentworth ICT & E-Safety Policy (inc Social Media)  
Including Appendices as follows: **Appendix 1** Acceptable use Agreement Pupils (**Oak Class**)  
**Appendix 2** Acceptable use Agreement (**Ash-Elder Classes**) **Appendix 3-6** Pupil&Parent/Carer consent form **per class** **Appendix 7** E-safety / ICT: **Code of Conduct for Staff**

- Appendix 4 **Ash Class** Pupil/Carer Consent form *(requires parent consent/signature)*
- Appendix 5 **Lime Class** Pupil/Care Consent form *(requires parent consent/signature)*
- Appendix 6 **Elder Class** Pupil/Carer Consent form *(requires parent consent/signature)*
- Appendix 7 **Staff** *(requires staff signature, duplicate copy)*

Our aim is to empower children with safety knowledge so that they can use the internet and ICT equipment with confidence and safely. All pupils regularly participate in e-safety lessons, appropriate to their age and stage of development. This is monitored by the School's Computing Leader.

Internet is monitored and filtered by our service provider Harrop ICT in accordance with DfE Digital & Technology Standards in Schools and Colleges (Sept 2023). This filtering and monitoring system sends alerts and reports to the school and the system is monitored daily by DSLs. However no filtering system is 100% effective, so children are encouraged to report any inappropriate material to a relevant adult (Teacher/Learning Support Assistant). This encourages a system of self-monitoring.

**Staff** Refer to **Appendix 7** for Staff e-safety/ICT Code of Conduct

As part of an induction, staff are made familiar with and sign the ICT Code of Conduct, which is returned to the School Office and held in staff personal files.

All staff access the school network (which includes internet and e-mail access). The school network can be used at any time that staff are on the premises. The school's internet access is on 24 hours a day and staff can access the internet and e-mail at any time.

In the case of spam e-mails being received of an offensive manner all such incidents should be reported to the Data Protection Officer/Headteacher (in her absence Deputy Headteacher) who will take appropriate action

All staff must comply with Data Protection Act (GDPR) by using encrypted memory sticks, authorised usage by Headteacher

### **Seesaw**

The on-line learning journal, Seesaw, is used to upload children's photographs, videos and work. This is a secure on-line system and parents give consent to their child's access and to their work being uploaded.

**Addendum – Screen-time** recommendations for remote/home learning if required  
School guidance and recommendations for daily screen time if effected - St Mary's will give advice through our school newsletter, on recommended, daily screen time hours for our children. During this period of time that necessitates remote/home learning, acknowledging screen time will have gone up due to children using IT in order to access their learning, lesson plans and resources will be held on our school website and teachers will provide videos to be viewed on the Video Resource Centre platform. Consequently, the amount of time spent will increase when factoring in the time spent on a pupil's home learning as well as the use of IT for personal use eg games, videos etc.



## Oak Acceptable Use Agreement

I will follow these rules to keep me safe when using technology.

S



**SAFE:** I will only go on websites or apps my teacher says are safe.

A



**ASK:** I will always ask before I use computers or iPads.

F



**FRIENDS:** I remember that new people I speak to online are strangers, not friends.

E



**EXPLAIN:** If I see something I don't like on a screen, I will always explain what I have seen to an adult.



**ST MARY'S BENTWORTH CE PRIMARY SCHOOL**  
**Ash-Elder Classes Acceptable Use Agreement**

**I will follow these rules to keep me safe when using technology.**

**S**

**SAFE:** I will only go on websites or apps my teacher says are safe. I always keep my personal information safe online.

**M**

**MEET:** I will not meet up with an online 'friend.' I will tell a trusted adult if someone online asks to meet me.

**A**

**ACCEPTING:** I will only accept friend requests from people I know. I will not accept pictures, messages, files and emails from strangers or online 'friends.'

**R**

**RELIABLE:** I will check online information with a trusted adult before I believe it. I will be a reliable online citizen by being kind and respectful.

**T**

**TELL:** I will tell a trusted adult if I see someone or something makes me feel uncomfortable or worried. I will tell an adult if I see online bullying.



### Appendix 3

Love, Respect, Belong


### ST MARY'S CE PRIMARY SCHOOL BENTWORTH e-SAFETY ACCEPTABLE USE AGREEMENT (Pupil & Parent/Carer Oak Class Consent Form)

#### Oak Acceptable Use Agreement

I will follow these rules to keep me safe when using technology.

**S**  **SAFE:** I will only go on websites or apps my teacher says are safe.

**A**  **ASK:** I will always ask before I use computers or iPads.

**F**  **FRIENDS:** I remember that new people I speak to online are strangers, not friends.

**E**  **EXPLAIN:** If I see something I don't like on a screen, I will always explain what I have seen to an adult.

.....  
.....

#### **Parent/Carer's Consent for Web (including Social Media) Publication of Work and Photographs**

**Pupil's Name:** .....

I agree that my son / daughter's work may be electronically published. I also agree that appropriate images and video that include my son / daughter may be published subject to the school Rules.

**Parent's Consent for Internet Access** I have read and understood the school e-safety acceptable use and give permission for my son / daughter to access the Internet. I understand that the school will take all responsible precautions to ensure that pupils cannot access inappropriate material but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of material accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: ..... Date: .....

PRINT NAME: .....



**ST MARY'S BENTWORTH CE PRIMARY SCHOOL  
e-SAFETY ACCEPTABLE USE AGREEMENT  
(Pupil & Parent/Carer Ash Class Consent Form)**

**Ash Acceptable Use Agreement**

**I will follow these rules to keep me safe when using technology.**

**S**

**SAFE:** I will only go on websites or apps my teacher says are safe. I always keep my personal information safe online.

**M**

**MEET:** I will not meet up with an online 'friend.' I will tell a trusted adult if someone online asks to meet me.

**A**

**ACCEPTING:** I will only accept friend requests from people I know. I will not accept pictures, messages, files and emails from strangers or online 'friends.'

**R**

**RELIABLE:** I will check online information with a trusted adult before I believe it. I will be a reliable online citizen by being kind and respectful.

**T**

**TELL:** I will tell a trusted adult if I see someone or something makes me feel uncomfortable or worried. I will tell an adult if I see online bullying.

**Parent/Carer's Consent for Web (including Social Media) Publication of Work and Photographs**

**Pupil's Name** .....

I agree that my son / daughter's work may be electronically published. I also agree that appropriate images and video that include my son / daughter may be published subject to the school Rules.

**Parent's Consent for Internet Access** I have read and understood the school e-safety acceptable use and give permission for my son / daughter to access the Internet. I understand that the school will take all responsible precautions to ensure that pupils cannot access inappropriate material but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of material accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: ..... Date: .....

PRINT NAME: .....



**Appendix 5** Love, Respect, Belong

**Y'S BENTWORTH CE PRIMARY SCHOOL  
FETY ACCEPTABLE USE AGREEMENT  
arent/Carer Line Class Consent Form)**

**Lime Acceptable Use Agreement**

**I will follow these rules to keep me safe when using technology.**

**S**

**SAFE:** I will only go on websites or apps my teacher says are safe. I always keep my personal information safe online.

**M**

**MEET:** I will not meet up with an online 'friend.' I will tell a trusted adult if someone online asks to meet me.

**A**

**ACCEPTING:** I will only accept friend requests from people I know. I will not accept pictures, messages, files and emails from strangers or online 'friends.'

**R**

**RELIABLE:** I will check online information with a trusted adult before I believe it. I will be a reliable online citizen by being kind and respectful.

**T**

**TELL:** I will tell a trusted adult if I see someone or something makes me feel uncomfortable or worried. I will tell an adult if I see online bullying.

**Pupil's Name:** .....

**Parent/Carer's Consent for Web (including Social Media) Publication of Work and Photographs**

I agree that my son / daughter's work may be electronically published. I also agree that appropriate images and video that include my son / daughter may be published subject to the school Rules.

**Parent's Consent for Internet Access**

I have read and understood the school e-safety acceptable use and give permission for my son / daughter to access the Internet. I understand that the school will take all responsible precautions to ensure that pupils cannot access inappropriate material but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of material accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: ..... Date: .....

PRINT NAME: .....

**Appendix 6 Love, Respect, Belong**



**MARY'S BENTWORTH CE PRIMARY SCHOOL  
SAFETY ACCEPTABLE USE AGREEMENT  
& Parent/Carer Elder Class Consent Form)**

## Elder Acceptable Use Agreement

**I will follow these rules to keep me safe when using technology.**

**S**

**SAFE:** I will only go on websites or apps my teacher says are safe. I always keep my personal information safe online.

**M**

**MEET:** I will not meet up with an online 'friend.' I will tell a trusted adult if someone online asks to meet me.

**A**

**ACCEPTING:** I will only accept friend requests from people I know. I will not accept pictures, messages, files and emails from strangers or online 'friends.'

**R**

**RELIABLE:** I will check online information with a trusted adult before I believe it. I will be a reliable online citizen by being kind and respectful.

**T**

**TELL:** I will tell a trusted adult if I see someone or something makes me feel uncomfortable or worried. I will tell an adult if I see online bullying.

**Pupil's Name:** .....

### **Parent/Carer's Consent for Web (including Social Media) Publication of Work and Photographs**

I agree that my son / daughter's work may be electronically published. I also agree that appropriate images and video that include my son / daughter may be published subject to the school Rules.

**Parent's Consent for Internet Access** I have read and understood the school e-safety acceptable use and give permission for my son / daughter to access the Internet. I understand that the school will take all responsible precautions to ensure that pupils cannot access inappropriate material but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of material accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: ..... Date: .....



PRINT NAME: .....

## **Appendix 7 Love, Respect, Belong**

### **ST MARY'S BENTWORTH CE PRIMARY SCHOOL e-SAFETY & ICT CODE OF CONDUCT (for Staff)**

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this Code of Conduct. Members of staff should consult the school's policy for Internet access for further information and clarification.

- I understand it is a criminal offence to use a school ICT system for a purpose not permitted by its owner
- I understand that I must not use the school ICT system to access inappropriate content
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business
- I understand school information systems and hardware may not be used for private purposes without specific permission from the Headteacher
- I understand my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance
- I will respect system security and will not disclose any password or security information to anyone other than an authorised system manager. I will not use anyone's account except my own
- I will **not** install any software or hardware without permission
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely. Any removable storage device must be encrypted and authorised by the Headteacher. I confirm any equipment provided for my use at home is not accessed by anyone not approved to use it
- I will respect copyright and intellectual property rights
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is **not** permitted
- I will report any incidents of concern regarding children's safety to the school's DSL (Headteacher) and in her absence to Deputy DSL (Deputy Headteacher)
- I will **not** communicate with parents outside of normal working hours. Only use of school email/school phone is a method of contact during the school day
- I will **not** communicate with pupils via email, Instant Messaging and social networking
- I will be responsible for all e-mails sent, and any contacts resulting in e-mails being received, in a professional manner in accordance with school policy
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use, communication and publishing
- I understand if I use my own mobile phone to take pictures at school events, I will transfer such pictures at the earliest opportunity on to the school system and delete them from my mobile phone within one week. Any member of staff found with unauthorised pictures on their personal devices or using photographs for unauthorised/unlawful purpose (including social media) may be subject to disciplinary proceedings. The school acknowledges the following examples of mobile phone usage by staff during the school day, CPOMS, timers, Confident Kids, Glucose app

The school will exercise its right to monitor the use of the school's information systems and Internet access, to intercept email and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Any breach of these provisions will be dealt with according to severity of the breach. If the breach is a breach of law, the Police will be called in straight away and all evidence will be preserved even if it results in the non-use of the school network. If the breach is less severe school disciplinary action would result through established channels.

**I have read, understood and accept St Mary's Bentworth Staff e-safety/ICT Code of Conduct**

Signed:..... PRINT NAME: ..... Date: .....

Accepted for school: ..... Print Name: .....

**Please return one copy of signed Code of Conduct to School Office for retention**