



ICT Acceptable Use & E-Safety Policy (for Primary School Pupils)

For all schools within the Bosco Catholic Education Trust

This policy has been approved and adopted by the Bosco Catholic Education Trust Board.

Approved:	For Review:
December 2023	December 2026

Contents

1.	Bosco Catholic Education Trust Mission Statement.....	3
2.	Introduction	3
3.	Introducing the Policy to Pupils.....	3
4.	Parents and E-Safety.....	3
5.	Pupils’ Rules for Acceptable Internet Use	4
6.	Responding to Unacceptable Internet Use by Pupils	4
7.	Useful Resources	4
8.	Appendix 1 – Example KS1 & 2 e-Safety Agreement.....	5
9.	Appendix 2 – Example EYFS e-Safety Agreement	6
10.	Appendix 3 – Example Letter home 1	7
11.	Appendix 3 – Example Letter home 2	8

1. Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust (“the Trust”) is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration, and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

2. Introduction

The Trust’s schools are dependent on *Information Communication Technology* (ICT) to deliver learning, teaching, and day-to-day operations. The proper, secure, and appropriate use of ICT is vital to maintaining a robust infrastructure, and safe nurturing environment where all can work, learn, and thrive.

This policy is designed to work alongside the main Acceptable Use and e-Safety Policy for Students to support the needs of Primary School age pupils. Younger students may need additional support in understanding the complexities and risks of using the internet, email, apps and social media and we endeavour to deliver the relevant information in an age-appropriate, clear and simple way.

3. Introducing the Policy to Pupils

Rules for Internet access will be posted in all rooms where computers are used.

A module on responsible Internet use and e-safety will be included in the curriculum covering both school and home use. This will include the necessity of keeping personal information safe, how to use mobile technologies appropriately and using online communication appropriately.

Instruction on responsible and safe use should precede Internet access.

Pupils will be informed that Internet use will be monitored.

4. Parents and E-Safety

Parents’ attention will be drawn to the Bosco Acceptable Use & E-Safety Policy in newsletters, the school brochure and on the Trust’s Website.

Regular information will be provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and home.

Internet issues will be handled sensitively to inform parents without undue alarm.

A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.

All parents will receive support information as and when available, e.g. Child Net Organisation and “Know IT All” for Parents

5. Pupils' Rules for Acceptable Internet Use

Educational use of the Internet is characterised by activities that provide children with appropriate learning experiences.

Clear rules which help children develop a responsible attitude to the use of the Internet have been devised.

Clear expectations and rules regarding use of the Internet will be explained to all classes.

Children should be encouraged to choose strong (hard to guess) passwords to ensure no unauthorised people gain access to any of their accounts.

6. Responding to Unacceptable Internet Use by Pupils

Pupils should be made aware that all e-safety concerns will be dealt with promptly, sensitively and effectively so that they will feel able and safe to report any incidents.

Depending on the severity and nature of the misuse offence, sanctions include: first warnings, temporary bans from using the ICT resources and meetings with parents/carers, all in accordance with the Behaviour Policy and in consideration of the age of the child.

7. Useful Resources

KidSmart http://www.kidsmart.org.uk/ - SMART rules from Childnet International and Know It All for Parents
Kids Smart http://www.kidsmart.org.uk/parents/advice.aspx - A downloadable PowerPoint presentation for parents
Childnet International http://www.childnet-int.org/ - Guidance for parents, schools and pupils
Childnet International http://www.childnet-int.org/ "Know It All" CD-ROM free to order resource for parents to help raise awareness of how to help their children stay safe online.
Becta http://schools.becta.org.uk/index.php?section=is e-Safety Advice Becta / Grid Club, Internet Proficiency Scheme - on-line activities for Key Stage 2 pupils to teach e-safety.
http://www.gridclub.com/teachers/t_internet_safety.html
DfES Anti-Bullying Advice http://www.dfes.gov.uk/bullying/
Grid Club http://www.gridclub.com/teachers/t_internet_safety.html
Internet Watch Foundation www.iwf.org.uk - Invites users to report illegal Websites
Think U Know www.thinkuknow.co.uk/ - Home Office site for pupils and parents explaining internet dangers and how to stay in control.

8. Appendix 1 – Suggested KS1 & 2 e-Safety Agreement

KS1 & 2 e-Safety Agreement

- ✓ I will **respect** the technology on offer by using it **safely** and appropriately.
- ✓ I will not deliberately seek out inappropriate websites.
- ✓ I will **report** any unpleasant material to a member of staff immediately to help protect other pupils and myself.
- ✓ I will **not download/install** program files.
- ✓ I will **ask permission** before completing and sending forms/emails.
- ✓ I will be **polite** and respect others when communicating over the Internet.
- ✓ I will not give out any **personal information** over the Internet.
- ✓ I will **not share my login details** with others nor ask or seek to find out others.
- ✓ I understand that the school may check my computer files, messages and **monitor** the sites I visit, to keep us safe.
- ✓ I will post and blog with respect for others and will keep everyone **safe** by not using **names or photos** without permission.
- ✓ I will **respect** the technology on offer by using it **safely** and appropriately.
- ✓ I will not deliberately seek out inappropriate websites.
- ✓ I will **report** any unpleasant material to a member of staff immediately to help protect other pupils and myself.
- ✓ I will **not download/install** program files.
- ✓ I will **ask permission** before completing and sending forms/emails.
- ✓ I will be **polite** and respect others when communicating over the Internet.
- ✓ I will not give out any **personal information** over the Internet.
- ✓ I will **not share my login details** with others nor ask or seek to find out others.
- ✓ I understand that the school may check my computer files, messages and **monitor** the sites I visit, to keep us safe.
- ✓ I will post and blog with respect for others and will keep everyone **safe** by not using **names or photos** without permission.
- ✓ I will support the school approach to online safety and not deliberately **upload** or add any images, video, sounds or text that could upset any member of the **school community**.
- ✓ I will be **responsible** for my behaviour when using technologies because I know these rules help to keep me safe.

EYFS e-Safety Agreement

I keep safe online because...

I always have a **TRUSTED ADULT** with me when I'm online.

I **CHECK** it's OK before I use a website, game or app.

I **ASK** for help if I get lost online.

I **THINK** before I click on things.

I **KNOW** online people are really strangers.

I am **RESPONSIBLE** so I never share private information.

I am **KIND** and polite online.

I **TELL** a trusted adult if I am worried about anything.

My trusted adults are:

10. Appendix 3 –Letter home – example 1

Dear Parent / Carer,

Discussing Internet & e-Safety with your Child

Computing including the internet, email and mobile technologies, etc. is an important part of learning in school. In order to develop skills in computing and use technology to enrich learning across the curriculum, we expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation, please contact the Headteacher.

.....

Reply Slip

We have discussed this and (child’s first name) agrees to follow the eSafety rules and to support the safe use of ICT at School.

Child’s Name

Class

Parent / Carer Signature

Date

11. Appendix 3 –Letter home – example 2

Dear Parents and Carers,

e-Safety information for Parents/carers

E-Safety is an important part of keeping children safe at school. We have extensive security measures in place, which are monitored both internally and externally, to help safeguard pupils from potential dangers or unsuitable material. e-Safety incidents are monitored and managed in accordance with our e-Safety Policy and it is important that children and staff communicate issues or concerns when they occur. e-Safety is taught to all pupils explaining and demonstrating how to stay safe and behave appropriately online.

We can only be successful in keeping children safe online if we work with you to ensure the eSafety message is consistent. Your help is needed to talk to your children about how they can keep safe and behave appropriately online. Children can accidentally or deliberately be exposed to unwanted or unpleasant content or comments online and there are steps you can take at home to minimise this risk.

What can parents/carers do?

Follow the Golden Rules!

Ground Rules

- Discuss as a family how the internet will be used in your house. Consider what should be kept private online (personal information, photos etc.) and decide rules for making and meeting online friends. Make sure you know what your child is doing online much like you would offline.

Online Safety

- Install antivirus software, secure your internet connection and use Parental Control functions for computers, mobile phones and games consoles to block unsuitable content or contact
- Remember that parental control tools are not always 100% effective and sometimes unsuitable content can get past them, so don't rely on them alone to protect your child.

Location

- Locate your computer in a supervised family area. Always supervise the use of webcams in and applications which allow voice or video chat. Consider your child's use of other devices that allow internet access such as Mobile Phones and Games Consoles.

Dialogue

- Talk to your child and ask them to show or even teach you how they use the internet, learn which websites or tools they like to use and why. Learning together can often open opportunities to discuss safe behaviour with your child.
- Always ensure your child knows how to block or report people online who send nasty or inappropriate messages or content. Encourage your child not to retaliate or reply.
- Make sure your child knows to tell an adult they trust if they see something online that makes them feel scared, worried or uncomfortable.
- It's essential to be realistic - banning the internet or technology will not work and it often makes a child less likely to report a problem. Education around safe use is essential.

Websites for more information:

www.thinkuknow.co.uk – Visit the “Parent/Carer” Section and use the “Click CEOP” button to seek advice and report online abuse

www.childnet.com – Visit the ‘Know It All’ Section for an interactive guide about online safety

www.getsafeonline.org – Free up-to-date Security advice

<http://clickcleverclicksafe.direct.gov.uk> – Click Clever Click Safe Campaign

www.bbc.co.uk/onlinesafety

www.cybermentors.org.uk – Online support for children

If you need any advice or support, please don't hesitate to get in touch.

Thank you for your cooperation,

Yours sincerely,