NEWBOLD SCHOOL
E-Safety ICT Policy (online safety)

Reviewed Summer 2026 by Mrs Crissey & Mrs Jennings.
Ratified by Newbold Board of Governors: October 2026
Next review: Autumn Term 2027

This E-Safety Policy relates to other policies, including those for ICT, bullying and for child protection.

- The school's E-Safety coordinator is Mrs Chaudhri
- Issues of suspected inappropriate use by pupils or teachers are flagged up by our Smoothwall system and reported to the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs).
- The E-Safety Policy and its implementation will be reviewed annually.

Teaching and Learning

Why Internet use is important

- The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The internet is helpful for homework (using Seesaw, for example) to help reduce the use of handling paper to help us protect our environment.

Internet use will enhance learning

- The school internet access includes a filtering system to ensure that only sites appropriate to the age of pupils can be used in school. All instances of inappropriate use will go to the DSL and/or DDSL to be checked and followed up, if necessary.
- Teachers will be able to monitor the sites each pupil is using during lessons and pupils know that this is the case.
- Each pupil will have an assigned computer to ensure accurate tracking of internet history.

- Pupils will be taught about acceptable internet use and what is not acceptable; they will be given clear and appropriate objectives for internet use.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught the difference between causal responses to their friends (e.g. on social media and texts) and more formal responses to their teachers.
- Seesaw is not open to external users and children's work is not open for other children to view without permission.

Pupils will be taught how to evaluate internet content

- Staff should ensure that the use of internet-derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to be aware of the dangers of fake AI imaging and content.

Managing Internet Access

Information system security

- The ICT systems capacity and security will be reviewed regularly.
- Virus protection is installed, and updated regularly.
- Filtering and monitoring is managed by Smoothwall.

E-mail

- Pupils may only use the approved school email accounts on the school system.
- Pupils must immediately tell a teacher if they receive an offensive email.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Staff to pupil e-mail communication must only take place via a school email address or from within the learning platform that is monitored.
- E-mails sent to an external organisation should be written carefully and checked before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Published content and the school website

- The contact details on the web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupils' images and work

- Pupils' full names will not be used anywhere on the website or in blogs, or forums, particularly in association with photographs. First names can be used, but without reference to age or cohort.
- Written permission from parents, guardians or carers will be obtained at the beginning of each academic year before photographs of pupils are published on the school website, the school social media accounts and/or Seesaw.

Managing filtering and monitoring

In line with KCSIE (most recent version), we have an increased responsibility regarding the school's filtering and monitoring systems for IT.

- All staff and Governors understand their expectations, applicable roles, and responsibilities in relation to filtering and monitoring and will be guided by the Chair of Governors and the Behaviour and Safety subcommittee members in this respect.
- All staff and governors have read and understood the published DfE guidance on filtering and monitoring. https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/filtering-and-monitoring-standards-for-schools-and-colleges
- filtering and monitoring provision will be reviewed at least annually
- harmful and inappropriate content is blocked without unreasonably impacting teaching and learning
- effective monitoring strategies are in place that meet our safeguarding needs and KCSIE 2026 and updated version requirements.
- roles and responsibilities for staff and Governors have been identified and assigned to manage filtering and monitoring systems.

  Mrs Chaudhri is our E-Safety Officer.

  Mrs Illingworth is responsible for the IT curriculum.

  The DSL (Head Teacher) takes lead responsibility.

- The school will closely work with our technicians to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Officer or Head Teacher who will arrange with the technician to filter the site.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

- Advice, guidance and information from Bracknell Forest Safeguarding Team will be adhered to, where relevant.

Mobile Phones - Expectations for Pupils

Pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime.

We facilitate pupils handing a mobile phone to staff at the start of the school day as this allows all pupils to feel safe on their journey to and from school, while removing digital distraction for the entirety of the school day. The teacher will securely store it and hand it back to the owner at the end of the school day.

Children are taught about the benefits of a phone-free school day as well as the risks that are associated with the use of mobile phones, both in school and more broadly, during lessons.

These expectations align with the expanded national emphasis on reducing online harms and strengthening safeguarding around children's use of technology. The Safeguarding Team and Staff will regularly monitor, evaluate and review behaviour incidents, distraction levels, pupil wellbeing and staff consistency in applying the policy.

Sanctions - If a child deliberately brings a phone into school and uses it within school hours, the phone will be confiscated, parents will be informed and Step 2 of sanctions will be actioned.

Social Media:

- Staff are not permitted to accept friend requests from any pupil at Newbold School or converse with them on social media at any time, either on or off site.
- Staff are expected to keep their social media accounts private.
- Staff are not permitted to post inappropriate language, photos or videos that could bring the reputation of the school into question (e.g. use of offensive language, posting crude/lewd or drunken photos).
- Children are not allowed to access social media sites (e.g. Facebook) during school hours.

Use of Seesaw

- Children are not allowed to engage in casual chat on Seesaw. This platform will be used only for work or receiving help from teachers. It is not designed for social interaction.
- Children's work will not be shared with other children on Seesaw unless the teacher wishes to use good work as an example to others.
- Children will not be able to view and make comments on other children's work, unless during a peer evaluation exercise mediated by the teacher. Guidance on appropriate comments will be provided.

Protecting personal data
Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018 and the General Data Protection Regulations..

Policy Decisions

Assessing risks

- The school will use a filtering system to prevent access to inappropriate material.
- The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

e-safety complaints

- Complaints of internet misuse will be received by the e-safety officer, who will take it to the headteacher.
- Any complaint about staff misuse must be referred to the headteacher.
- Complaints of a child protection nature must be dealt with in accordance with the school child safety procedures.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer if there is a need to establish procedures for handling illegal issues.

Community use of the internet
All use of the school internet connection by community and other organisations shall be in accordance with the school e-safety policy.

Communications Policy
Introducing the e-safety policy to pupils

- e-safety rules will be posted in KS1 and KS2 classrooms
- Pupils will be informed that network and internet use will be monitored and that teachers can see what they are viewing or doing online through the central network system.
- Pupils at Key Stage 2 will be made aware of e-safety issues and possible misuse through PSHE curriculum.

Staff and the e-Safety policy

- All staff will be given the school's E-Safety Policy and its importance will be explained in their safeguarding training.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff who manage filtering systems or monitor ICT use will be made aware of procedures for reporting issues.

Enlisting parents' support

- Parents' and carers' attention will be drawn to the school's e-Safety through publication on the school's website
- Parents and carers will from time to time be provided with additional information on e-safety as necessary
- Parents will be informed of recent information on risks to their children online via the 'Safeguarding Corner' of Newbold School's weekly newsletter.

Please refer to our updated Safeguarding policy for more information on staying safe using the internet.

This policy is reviewed annually to ensure it remains compliant with current guidance and reflects the school's provision. It may be updated sooner in response to changes in legislation or school practice.