



CULLERCOATS PRIMARY SCHOOL

E-SAFETY POLICY FOR CHILDREN

January 26

e-Safety

Children interact with the Internet and other communications technologies such as mobile telephones and tablets on a daily basis, and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and use of digital devices are both greatly beneficial but can occasionally place children in danger.

e-Safety comprises all aspects relating to children and their safe use of the internet, digital devices (e.g. Interactive screens, iPads, netbooks, cameras and mobile phones) and other technologies, both in and out of school.

Schools need to protect children by making it clear that the use of school equipment for inappropriate reasons is unauthorised.

Statement of Intent

Our school recognises the need to ensure children are educated about the benefits and risks of using communications technologies and to provide safeguards and awareness for users which will enable them to control their online and offline experience. The school will include e-safety in the curriculum and ensure that every child is educated about safe and responsible use. Staff will be vigilant in planning and supervising appropriate and educational ICT experiences.

School personal data will be collected, stored and used according to the principles of the Data Protection Act.

The Computing coordinators will have joint responsibility with the Child Protection Coordinators for monitoring the School e-Safety Policy, managing e-safety training and keeping up to date about e-safety awareness issues. The IT Technician will provide additional technical support to assist with e-safety procedures, device management and security and safeguarding updates (incl software updates and fixes).

School Aim

To promote responsible ICT use by children through education of appropriate and effective practices and procedures.

Teaching and Learning

Internet use and the use of digital devices is a part of the statutory curriculum and a necessary tool for staff and children. Internet access at school is filtered by the local authority so content is appropriate for primary age children. The children will be taught what internet and device use is acceptable and what is not and given clear objectives for internet and device use. Care must be taken when using devices both on and offline and

when accessing content found on the internet so as not to plagiarise, break copyright law or access inappropriate material.

Staff and children need to understand that the use of the school's network and school devices is a privilege which can be removed should reason arise. All children are expected to adhere to the following rules of network and device etiquette:

Be polite and respectful.

Use any digital device appropriately.

Use appropriate language and imagery.

Do not get abusive in your messages to others.

Do not reveal the personal address, telephone number or other personal details of yourself or other users.

Do not take images of other people and pupils on any device without the permission of the member of staff to ensure that there is consent from those being photographed and that those within our school community are safeguarded.

Do not use the network in such a way that would disrupt the use of the network by other users.

Illegal activities are strictly forbidden.

Remember that when emails are being used, it is not guaranteed to be private.

These rules will be displayed in the form of an AUP (Acceptable Use Policy) and shared in wording appropriate to each Key Stage. A copy of this document will be placed on the school website in our Safeguarding – Keeping Our Children Safe Section and shared with all parents at the start of their schooling. It will form part of the Parent Information Pack for New Starters.

The use of safe search engines is encouraged. Potential risks of using open search engines are discussed with the children and children are made aware of steps to follow if inappropriate content is found. If children discover an unsuitable site, it must be immediately reported to a teacher.

The children need to understand that unselective copying of information from the internet is worth little. They need to be taught to evaluate the information for accuracy and acknowledge the source of information they have used. They should to be taught to respect copyright when using internet material in their own work.

Mobile phones and smartwatches

Mobile phones are permitted on the premises by our Year 5 and Year 6 pupils for the sole purpose of safety and safeguarding our pupils as they travel to and from the school premises over the course of the academic year.

Mobile phones will not be used by children on the school site, during lessons or formal school time; mobile phones brought into school by children must be left at the school office for the duration of the day and collected at home time.

Smartwatches are not allowed in school.

Use of email by children

- Children will only use approved email accounts on the school system.
- Children must immediately tell a teacher if they receive offensive email.
- Children must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.
- All emails sent by children to an external person must be first checked by the teacher.

Use of social network sites by children

- Children must not access social media sites in school.
- Responsible use of social networking sites outside of school, forms part of the new computing curriculum.

Use of digital devices by children

- Children must only use a school allocated device. There may be times when equipment is provided by an external agency (Eg LA School Improvement Advisors) - these devices will be checked prior to use.
- They should use the device as instructed by the member of staff.
- They should take care of the device whilst in their possession.
- They should use the device in an appropriate manner
- They should not interfere with workings of the device. If they have a concern – they must inform the member of staff.

NEW - Artificial Intelligence (AI)

At Cullercoats Primary School, we teach children how to use Artificial Intelligence (AI) safely and responsibly. AI includes tools like chatbots or apps that can help answer questions, create pictures, or provide information.

Children are taught that:

- AI is a learning tool, not a replacement for their own ideas or work.
- AI can sometimes give wrong, confusing, or unsafe information, so children should always check with a teacher or another trusted adult.
- Personal information, such as full name, address, school details, or passwords, must never be shared with AI tools.
- Children must not use AI to make or share anything unkind, unsafe or inappropriate.

All AI use in school is supervised by a teacher or adult, and children are guided to make safe, responsible choices when exploring new technology.

Roles and Responsibilities

The school will take all reasonable precautions to ensure that children use all digital devices safely and accordingly and access only appropriate online/offline materials.

Both children and their parents/carers are asked to sign the 'Our School e-safety Rules' agreement to show that the e-safety rules have been understood and agreed.

This Policy will be discussed with staff and governors and their roles clarified. It will be reviewed annually during the autumn term of the school year.

All students School E-Safety Policy.

Reviewed and updated January 2026

E-SAFETY RULES FOR EYFS, KS1 AND KS2 CHILDREN

- We only use devices and the internet when an adult is with us.
- We ask permission before accessing and using the internet.
- We only use devices and websites that an adult has chosen.
- We tell an adult if we see anything on any device whilst offline or online we are uncomfortable with.
- We immediately minimise any webpage we are not sure about and inform an adult straight away.
- We can click on the buttons or links when we know what they do.
- We always ask if we get lost on the internet.
- We can send and open emails together.
- We can write polite and friendly emails/messages/communications to people that we know.
- We only email people an adult has approved.
- We send emails/texts/messaging/communications that are polite, friendly and appropriate.
- We never give out personal information or passwords.
- We never arrange to meet/message or communicate with anyone we do not know.
- We do not open emails/communications sent by anyone we do not know.
- We do not use internet chat rooms unless it is part of the school curriculum and with adult agreement and supervision.
- We do not access social media sites in school unless it is part of school curriculum and with adult agreement and supervision.
- We must also follow the school's Acceptable Use Policy (AUP), which explains how to use devices and the Internet responsibly and safely.