



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Headteacher: Mrs. M Reece

## **L A L E H A M L E A S C H O O L & N U R S E R Y**

### **O N L I N E S A F E T Y P O L I C Y ( E - S a f e t y )**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

	Date	Signed
Date reviewed	January 2025	<i>M Reece</i> Acting Headteacher
Ratified by the Board of Governors	January 2025	<i>M Ryan</i> Chair of Governors
Date of next review	January 2026	

(If at any time circumstances or situations change in this subject area then the policy will be reviewed earlier)



# L A L E H A M L E A

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## **Mission Statement:**

*Recognising that Christian values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming safe environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their differences treated with compassion; an environment which provides quality teaching and learning within a balanced curriculum framework and which helps every child to reach their true potential. Together with parents, who are the first educators, we aim to lead our children towards tolerance, understanding and sensitivity to the needs of others so that they may grow up as well-balanced individuals with a strong sense of personal identity and an awareness of God's love.*

## **1. Aims**

This policy aims to:

- Set out expectations for all Laleham Lea's School community members' online behaviour, attitudes and activities and use of digital technology (including when devices are offline)
- Help all stakeholders to recognise that online/digital behaviour standards (including social media activity) must be upheld beyond the confines of the school gates and school day, and regardless of device or platform
- Facilitate the safe, responsible and respectful use of technology to support teaching and learning, increase attainment and prepare children and young people for the risks and opportunities of today's and tomorrow's digital world, to survive and thrive online
- Establish clear structures by which online misdemeanours will be treated, and procedures to follow where there are doubts or concerns (see Behaviour Policy, Anti-Bullying Policy, Child Protection & Safeguarding Policy, Whistleblowing Policy)
- Help school staff working with children to understand their roles and responsibilities to work safely and responsibly with technology and the online world:
  - for the protection and benefit of the children and young people in their care, and
  - for their own protection, minimising misplaced or malicious allegations and to better understand their own standards and practice
  - for the benefit of the school, supporting the school ethos, aims and objectives, and protecting the reputation of the school and profession
- This policy applies to pupils and all parents, visitors and staff at Laleham Lea; including the governing body, leadership teams, teachers, support staff, external contractors, volunteers and other individuals who work for, or provide services to our school.



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This policy was written with regard to:

- Keeping Children Safe in Education, 2024;
- Early Years and Foundation Stage Framework
- Working Together to Safeguard Children, 2023;
- Behaviour in Schools: Advice for Headteachers and school staff, 2022;
- Searching, Screening and Confiscation at School, 2022; and
- Teaching Online Safety in Schools, 2019;
- Education for a Connected World framework - 2020.

This policy should be read in conjunction with:

- Safeguarding policy
- Anti-Bullying policy
- Behaviour policy
- The staff handbook
- Curriculum policies, such as: Personal Social Health and Economic Education (PSHEE) and Relationships and Sex Education (RSE)

## **2. Introduction**

Technology and communications are rapidly changing and becoming more sophisticated. With this change come new ways of being unsafe and feeling threatened. Online Safety has become a very important issue which it is essential to address in school throughout different areas of the curriculum to ensure that all children and adults remain safe and in control when using technology. This could be either using mobile telephones or computers or other mobile devices with access to the internet

We aim to help every pupil and adult to:

- Feel safe and confident when using new technologies.
- Know who to speak to when they are unsafe.
- Know how to report any abusive behaviour.
- Know how to use the internet correctly, without misuse.
- Stay in control and keep personal information private.
- Understand how to take the necessary measures to block and delete accounts, messages and people.

Implementation:

There are two main features of the implementation of this policy:

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1. *Prevention*: robust and responsive systems for filtering and monitoring online activity.
2. *Education*: training users to be responsible, discerning and considerate whilst online.

Staying safe online requires a multi-layered approach which includes filtering, monitoring, education, clear consequences and pastoral support. It would not be in the educational interest of our pupils to block the internet entirely and so we rely on all users to engage with regular and effective communication regarding online safety so we can use the internet to achieve the best possible educational outcomes whilst also keeping everyone safe

## 2. **Roles and Responsibilities**

All the adults that are involved in the life of the school community, whether governors, teaching staff, support staff, or technicians, have roles and responsibilities that are associated with Online Safety as well as all pupils who come into contact with computers.

### **Governors**

The Governors are responsible for the approval of the Online Safety Policy and reviewing the effectiveness of it regularly. Regular meetings and information will be provided to the Governors so they are able to make the correct recommendations; they will also be able to carry out regular monitoring of Online Safety incident logs when required. **The Governors are responsible for 'ensuring their school has appropriate filtering and monitoring systems in place and regularly review their effectiveness', as outlined in KCSIE 2024.**

### **Headteacher and Senior Leadership Team**

The Headteacher is responsible for ensuring the safety, including Online Safety, of the members of the school community. Although the day to day managing of Online Safety will be delegated to the Online Safety Lead.

The Headteacher and Senior Leadership Team are responsible for ensuring that all staff and the Online Safety Lead receive correct and suitable Continuing Professional Development (CPD).

The Headteacher and Senior Leadership Team will ensure that there is a system in place to monitor the usage of internet and other technologies and that the person who carries out the internal Online Safety



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monitoring receives support and is also monitored. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

The Headteacher and Senior Leadership Team will ensure that they receive regular updates and reports from the Online Safety Lead.

The Headteacher and another member of the Senior Leadership Team are to ensure they know the correct procedures that need to be followed when a serious allegation has been made by a child or in regard to a member of a staff.

### **Online Safety Lead (also the schools Designated Safeguarding Lead)**

The Online Safety Lead will take day to day responsibility for Online Safety issues and has a leading role in establishing and reviewing the school Online Safety policies / documents.

The Online Safety Lead will ensure that all staff are aware of the procedures that need to be followed in the event of an Online Safety incident taking place and will provide training and advice for all staff.

The Online Safety Lead will liaise with the Local Authority and liaise with school ICT technical staff.

The Online Safety Lead will receive reports of Online Safety incidents and create a log of incidents to inform future Online Safety developments.

The Online Safety Lead will meet regularly with Governors to discuss current issues, review incident logs and filtering / change control logs and reports regularly to Senior Leadership Team.

Should be trained in online safety issues and be aware of the potential for serious child protection/safeguarding issues to arise from:

- Sharing of personal data.
- Access to illegal/inappropriate materials.
- Inappropriate on-line contact with adults/strangers.
- Potential or actual incidents of grooming.
- Online-bullying.

(N.B. it is important to emphasise that these are safeguarding issues, not technical issues, simply that the technology provides additional means for safeguarding issues to develop. For this reason, Laleham Lea choose to combine the roles of Designated Safeguarding Lead and Online Safety Lead).



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## **Technical Staff**

The Network Manager /ICT Technician is responsible for ensuring:

That the school's ICT infrastructure is secure and is not open to misuse or malicious attack.

That users may only access the school's networks through properly enforced password protection, in which passwords are regularly changed.

That he/ she keeps up to date with relevant Online Safety technical information and guidance in order to carry out the role effectively.

That monitoring software/ systems are implemented and up dated regularly.

## **Teaching and Support Staff**

Teaching and Support Staff are responsible for ensuring that-

They have an up to date awareness of online safety matters and of the current school online safety policy and practices.

They have read, understood and signed the Acceptable Use Policy (AUP) and that they follow the guidance contained (Appendix 1)

They report any misuse or problems to the Online Safety Lead/ Headteacher for further investigation.

That any digital communications with pupils (email, Learning Platform) should be strictly professional and only carried out using school systems.

That Online Safety issues are embedded throughout the curriculum.

That pupils follow the AUP and Online Safety policy.

They physically monitor the use of digital technologies, mobile devices, iPads, cameras, etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices.



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Being are aware of Online Safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices.

In lessons where internet use is pre-planned, students/pupils should be guided to sites checked as suitable for their use and that any unsuitable material that is found in internet searches is reported for blacklisting.

## **Pupils/ Students**

Pupils and students are responsible for-

- Using the school digital technology systems in accordance with the student/pupil acceptable use policy.
- Knowing the importance of reporting abuse, misuse or access to inappropriate materials and know how to report them.
- Knowing the policy on mobile phones, digital cameras and other handheld devices and to realise these can be used for cyber-bullying.
- Should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the Laleham Lea's Online Safety Policy covers their actions out of school, if related to their membership of the school.

## **Parents/ Carers**

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Schools should take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national/local online safety campaigns/literature. Parents and carers should be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of digital and video images taken at school events.

Parents and carers have the responsibility to ensure that their children use the internet and mobile phones correctly and do not misuse these technologies. They must be aware of the schools Acceptable Use Policy and agree to it (Appendix 2).





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### **3. Filtering and Monitoring**

Laleham Lea School recognises the importance of robust filtering and monitoring procedures as stipulated in KCSIE 2024. At Laleham Lea we utilise the services of JSPC to filter online usage, and Smoothwall to monitor our online activity. JSPC filters content by category, has a block and allow list (which allows us to add/remove access to specific websites) and can also filter by keyword allowing for an extremely targeted approach.

It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, discrimination, weapons- which could be part of a study on the Roman Army) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (JSPC) can temporarily remove those sites from the filtered list for the period of study, after discussion with the Online Safety Lead.

It should be noted that no filtering system is 100% effective – to allow educational use of the internet, not all available categories (advertising, image hosting etc.) can be blocked as most websites will fail to load. There may be times where a child can get to a site that the teacher would deem inappropriate – if this happens, the website should be reported to the JSPC IT Helpdesk by email with the subject title “Website Reclassification” to ensure that site is filtered promptly.

JSPC filtering is active on pupil chrome books, classroom desktop computers and staff laptops. When staff log in with their own credentials, web filtering is aligned to their access rights, for example, admin staff can access more than student users.

Smoothwall monitors all internet usage on Laleham Lea devices. Smoothwall is a real-time content-aware analysis. It monitors every button pressed on our school devices, including pupil chrome books, staff desktops in classrooms and staff laptop devices. It scans the content and context of every page for unwanted material and has 120 filtering categories which can be used to tailor the web browsing experience of all audiences to ensure that harmful content is out of reach. The DSL and DDSL receive a weekly Smoothwall monitoring report outlining the activity of individuals, both staff and pupils and whether any inappropriate content has been searched for or accessed. Monitoring data can be reviewed on the Smoothwall administration portal. The DSL is responsible for overseeing the regular review of this information and acting accordingly.

All staff and pupils will be made aware that there is also a monitoring system in place and any online activity can be traced.





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#### **4. Education**

##### **Pupils -**

All pupils will receive planned Online Safety lessons throughout ICT/ P.S.H.E lessons. These lessons will be regularly revisited and revised to suit the new technologies in and out of school. Key messages will be delivered through a variety of assemblies to ensure all children are aware of the matter. They will also be made aware to question the validity of information which they find online. The school will take part in high profile events/campaigns e.g. Safer Internet Day.

Online Safety should be a focus in all areas of the curriculum and staff should reinforce Online Safety messages in the use of ICT across the curriculum.

In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

Where pupils are allowed to freely search the internet, eg using search engines, staff should be vigilant in monitoring the content of the websites the young people visit at all times.

Pupils should be taught in all lessons to be critically aware of the materials / content they access online and be guided to validate the accuracy of information.

##### **Parents -**

Many parents and carers have only a limited understanding of online safety, risks and issues, yet they play an essential role in the education of their children and in the monitoring/regulation of the children's online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

Parents will be invited to attend Online Safety meetings, where they will also have the opportunity to ask questions regarding Online Safety. They may also receive information at parents' evenings and by newsletters and the school website. The school will ensure parents have been given information of the relevant web sites/publications e.g.

- swgfl.org.uk, [www.saferinternet.org.uk/](http://www.saferinternet.org.uk/)
- <http://www.childnet.com/parents-and-carers>,
- National Online Safety (NOS) Parent APP.



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## **Staff-**

All staff must understand the inherent dangers of the online world and be prepared to support and guide our pupils. All new staff will receive Online Safety training as part of the induction process, ensuring they are fully aware and understand the Online Safety policy and the Acceptable Use Policy. The Online Safety Lead will attend regular updates provided by the Local Authority or other training schemes and report back to staff any new issues that they need to be aware of. The Online Safety Lead will provide guidance for any member of staff that seeks it.

Formal annual training including:

- policy updates.
- coverage of the reporting/monitoring systems and staff responsibilities.
- coverage of appendix 1: Technical Security and the IT Acceptable Use Policy
- staff should sign an agreement.
- coverage of the staff code of conduct in relation to online activity/acceptable use and the expectation that staff act as role models.
- best practice for safe usage during lessons, e.g. visible usage and pre-checked internet sites/content.
- use of TES develop.

- Governors will attend meetings which will provide information about Online Safety.

## **5. Technical Security Procedures**

Effective technical security depends not only on technical measures, but also on appropriate policies and procedures and on good user education and training. The IT provider and IT lead are to be responsible for ensuring that the school infrastructure is as safe and secure as is reasonably possible and that:

- users can only access data to which they have right of access.
- no user should be able to access another's files (other than that allowed for monitoring purposes within the school's policies).
- access to personal data is securely controlled in line with the data protection policy.

### Technical Security Overview

- There will be regular reviews and audits of the safety and security of school technical systems.

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- Servers, wireless systems and cabling must be securely located and physical access restricted.
- Appropriate security measures are in place to protect the servers, firewalls, switches, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data.
- All users will have clearly defined access rights to school technical systems. Details of any elevated access rights available to user will be recorded by the Headteacher and will be reviewed, at least annually.
- Users are responsible for the security of their username and password, must not allow other users to access the systems or Wi-Fi using their login details and must immediately report any suspicion or evidence that there has been a breach of security.
- School Staff will not install software without the permission of the Headteacher
- Where available, guest Wi-Fi “Passes” can be granted by the school administration team without referring to the SBM, however, this only gives temporary internet access, not any access to the school systems.
- Any device provided by the school is for school use only – family members/friends should not attempt to use the device, unless for the reason of helping a child (who is the assigned keeper of the device). Any personal use by the assigned keeper of the device is liable to be monitored.
- The school infrastructure and individual workstations are protected by up to date antivirus software to protect against malicious threats from viruses, worms, trojans etc.
- All personal data will be stored on the school server only (which is virus and malware protected) according to the Data Protection Act 2018. Staff must access personal data via secure password protected machines and devices only, ensuring that they ‘log off’ at the end of any session to minimise any chance of the data being seen by others.

### **6. Use of Digital Video and Images**

The development of digital images and videos has significant benefits within the curriculum and enhances learning. Image and videos can either be taken by staff and pupils for educational purposes or downloaded from the internet to support learning in the classroom. However, staff and pupils need to be aware of the risks associated with sharing images, especially via the internet. Staff and pupils need to be aware that once an image/ video is posted on the internet that it will remain there forever. This could cause harm or embarrassment in the future.

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. They should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.



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- Staff are allowed to take digital / video images to support educational purposes, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes. (See Use of Digital Video and Images Policy)
- Care should be taken that when capturing images/ videos that all pupils concerned are appropriately dressed and not participating in activities that could bring either the pupils or the school into disrepute.
- Pupils full names will not be used anywhere on the website or in blogs and particularly not associated with photographs there.
- Written permission must be obtained from the parent or carer of any child before pictures are published on the website. Written permission is provided for every child that starts the school to indicate whether the parent or carer allows their child to be photographed.
- Laleham Lea School will always comply with the Data Protection Act 2018 in regards to digital images and videos.

## **7. Unsuitable Use, Sanctions and Reporting**

It is expected that all users will be responsible and safe users of ICT, who understand the policy and work within it. However, at times an infringement of the policy may occur whether through carelessness or, very rarely, deliberately.

If any apparent or actual misuse appears to involve illegal activity i.e..

- child sexual abuse images
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials

The correct reporting procedure is in place and all staff are aware of who to speak to in the first instance. Appendix 3 shows the Online Safety Incident Log which needs to be completed in this instance. This being, speaking to the Online Safety Lead, who will then investigate the matter. If the matter is of a serious nature then either the Designated Safeguarding Lead or the Headteacher will be informed, who will take the matter further.



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All children will be made aware of the importance to report any incident to either an adult at school that they can trust or the 'Report Abuse' button that is present on the school website, regarding any incidents that may occur outside of school.

If an incident has occurred due to carelessness, this will to be investigated and the correct sanctions will be implemented. All users within the school are aware that there is a monitoring system that is in place and is sensitive enough to pick up slight infringements regarding; cyber-bullying, searching for inappropriate content etc.

In all cases the Headteacher when notified will decide what action to take and whether the incident needs further action, e.g. reporting to police, Local Authority.

## **8. Working with Parents**

Our school seeks to work in partnership with parents to provide effective Online Safety. Parents need to know that the school's Online Safety programme will complement and support their role as parents and that they can be actively involved in the determination of the school's policy. Parents will be sent online safety updates via the School Newsletter and/or direct online safety newsletters.



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## Appendix 1 – Staff Acceptable Use Agreement form



### L A L E H A M L E A S C H O O L

#### Rules for Responsible Internet Use

ICT Acceptable Use: Agreement form

##### EMAIL / INTERNET / INTRANET / NETWORK USAGE POLICY

- I will only use the school's Email / Internet / Intranet for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not browse, download or send material that could be considered offensive to colleagues or children.
- I will report any accidental access to inappropriate materials to the appropriate line manager.
- I will not download any software or resources from the Internet that can compromise or damage the network, or is not adequately licensed.
- I will ensure all documents are saved, accessed and deleted appropriately.
- I will not connect a computer or laptop to the network / Internet that does not have up-to-date version of anti-virus software.
- I will not use personal digital cameras or mobile telephone cameras for transferring images of pupils or colleagues without permission from the Head Teacher.
- I will ensure I am aware of digital safe-guarding issues so they are appropriately applied in my classroom practice.
- I will not allow unauthorised individuals to access Email / Internet / Intranet.
- I understand that all Internet usage will be logged and this information could be made available to the Head Teacher and Governing Body on request.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will not use my mobile telephone when in class or in charge of pupils. I will only use my mobile telephone during my personal breaks, or with the express permission of my line manager in emergencies.
- I understand that failure to comply with the Usage Policy could lead to disciplinary action.
- I will exercise discretion when using Social Networking Websites and will notify the Head Teacher immediately if I am contacted by pupils or former pupils of the school. I will not respond to any contact made to me electronically by any child.
- I will notify the Head Teacher if, when using the internet, I recognise any children from school using Social Networking Websites inappropriately or illegally.





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## User Signature

I have read and understood the E-Safety policy.

I agree to abide by the above Acceptable Usage Policy.

Signature ..... Date .....

Full Name .....(printed)

Job title .....

Authorised Signature (Head Teacher) .....

Is this member of staff temporary? NO / YES

If yes, contract end date: .....

I approve this email account / connection to the Internet / Intranet.

Signature .....

Date .....

Full Name .....(printed)

One copy is retained by member of staff. / Second copy for school file

## Data Protection Statement

All personal information provided to the school is held in accordance with the Data Protection Act 2018. For more information about Laleham Lea's privacy policy please refer to <http://www.lalehamlea.co.uk/sites/default/files/policies/Data-Protection-Policy.pdf>





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## Appendix 2 Pupil Acceptable Use Policy



### L A L E H A M L E A S C H O O L

#### Rules for Responsible Internet Use

Please note, this document must be returned signed, to the office before your child will be allowed to use the internet. This agreement will be updated annually.  
**PLEASE KEEP A COPY FOR YOUR INFORMATION**

The school has computers with internet access to help learning.  
These rules will help keep us safe and help us to be fair to others. We suggest that you use these rules at home to stay safe.

##### Using the computers:

- I will only access the computer system with the login and password I have been given
- I will not look at or delete other people's files
- I will not bring files into school without permission

##### Using the Internet:

- I will ask permission from a teacher before using the internet
- I will only use the internet when an adult is present in the classroom
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself
- I understand that the school may check my computer files and may monitor the internet site I visit
- I will not complete and send forms without permission from my teacher
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission
- I will not open an attachment or download a file unless I have permission or I know and trust the person who has sent it.

##### Using e-mail

- I will ask permission from a teacher before checking e-mail
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself
- I understand that e-mail messages sent to me may be read by others
- The messages I send will be polite and responsible
- I will only e-mail people I know, or who my teacher has approved
- I will only send e-mail when it has been checked by a teacher
- I will never give my full name, my home address or telephone number in an email
- I will never arrange to meet someone I have only ever previously met on the internet or by email or in a chat room, unless my parent or guardian has given me permission and I take a responsible adult with me.
- I know that use of some Social Networking Websites is illegal under national law for children. I will not set up or use a Facebook, Twitter, Snapchat, Google+, Instagram or You Tube account, even if older brothers or sisters or parents say that it is OK, as I know that children under the age of 13 may not use these sites.



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## Parent/Pupil E-Safety Agreement Form

Keeping safe: stop, think, before you click!

Pupil name: \_\_\_\_\_

Class: \_\_\_\_\_

I have read the school 'rules for responsible ICT use'. My teacher has explained them to me.

I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way. I understand that the school can check my computer files, and the Internet sites I visit and that if they have concerns about my safety, that they may contact my parent / guardian.

I understand that the use of Facebook and YouTube is illegal to children under the age of 13.

Pupil's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date: \_\_/\_\_/\_\_

### Data Protection Statement

For the purposes of the GDPR Regulations May 2018 (the 'Regulations'), Laleham Lea School is the data controller in relation to all personal information you provide on this form. Laleham Lea School is committed to protecting your privacy and processing such personal information in a manner which meets the requirements of the Regulations. For more information about Laleham Lea's privacy policy please refer to <http://www.lalehamlea.co.uk/sites/default/files/policies/Data-Protection-Policy.pdf>



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## Appendix 3

### Exemplar Online Safety Incident Log

Reporting Log						
Group: .....						
Date	Time	Incident	Action Taken		Incident Reported By	Signature
			What?	By Whom?		