



**Brookside
Primary School**

Online Safety and Acceptable Use Policy

2025–2026

1. Introduction and Purpose

Brookside Primary School recognises that technology plays a vital role in the lives of pupils and staff. This policy sets out how the school promotes the safe, responsible, and respectful use of digital technologies. Online safety is an essential element of safeguarding and requires a whole-school approach that promotes digital literacy, wellbeing, and resilience.

This policy aims to:

- Protect pupils, staff, and the wider school community from online harm.
- Ensure appropriate use of technology to support learning.
- Promote responsible online behaviour, critical thinking, and kindness.
- Comply with relevant legislation and DfE guidance.

2. Roles and Responsibilities

Headteacher: Mr D. Orme – overall responsibility for online safety, policy implementation, and compliance with safeguarding legislation.

Designated Safeguarding Leads: Mr D. Orme and Mrs R. V. Gordon – responsible for responding to concerns, monitoring incidents, and ensuring appropriate action.

Computing/Online Safety Lead: Mr L. Griffiths – responsible for staff training, curriculum integration, and technical advice.

All Staff: Promote safe and responsible use of technology and report concerns to the DSL or Headteacher.

Governors: Ensure that the school implements effective online safety and filtering measures and reviews the policy annually.

3. Key Principles and Aims

Brookside Primary School will:

- Provide a safe, filtered, and monitored digital environment.
- Educate pupils to use technology safely, respectfully, and responsibly.
- Support parents and carers to promote safe digital habits at home.
- Respond promptly and effectively to any online safety concerns.

4. Legislative and Guidance Framework

This policy is based on the following guidance and legislation: Keeping Children Safe in Education (DfE, 2024), UKCIS Education for a Connected World (2023), Prevent Duty, Data Protection Act 2018/UK GDPR, and DfE Filtering and Monitoring Standards (2023).

5. Online Safety Education

Pupils receive age-appropriate online safety lessons through Computing and PSHE. Staff are trained annually and model positive digital behaviour. Parents are supported through school communication and events.

6. The Prevent Duty

All staff are vigilant and report concerns related to radicalisation or extremist content online. Filtering systems prevent access to extremist material, and pupils learn to identify misinformation.

7. Safe Use of Technology and Devices

Pupils use only school devices for learning. Staff use Microsoft 365 for communication and store data securely. Personal devices must not be used to photograph or contact pupils.

8. Digital Wellbeing

Brookside promotes balanced, healthy relationships with technology, encouraging screen-time awareness, empathy, and emotional wellbeing linked to digital use.

9. Artificial Intelligence (AI) in Education

AI tools may be used by staff to support learning but must comply with data protection and ethical guidance. Pupils are taught about AI reliability and human oversight.

10. Filtering, Monitoring, and Data Protection

The school's internet access is filtered and monitored. Monitoring reports are reviewed by the Computing Lead and DSL. Personal data is processed securely, and GDPR compliance is overseen by the DPO.

11. Reporting and Response Procedures

All incidents or breaches must be reported immediately to the DSL or Headteacher. Incidents include inappropriate content, cyberbullying, or data breaches. Evidence must be preserved.

12. Infringements and Sanctions

Sanctions are applied proportionately, from warnings for minor misuse to exclusions or police involvement for serious offences.

13. Reviewing, Monitoring, and Evaluation

This policy is reviewed annually by the Headteacher, DSL, and Computing Lead, and approved by Governors. Monitoring includes incident logs, filtering reviews, and stakeholder feedback.

Appendices – Acceptable Use Policies (AUPs)

Appendix 1: KS1 Acceptable Use Policy

When I use the computer, laptop or go online, I will:

- Keep my passwords private.
- Only use websites or apps my teacher says are OK.
- Tell an adult if something online makes me sad or worried.
- Use kind words online.
- Never tell people my name, school, or where I live.
- Not take or share photos without asking a teacher.
- Always show a grown-up if I see something that upsets me.

Appendix 2: KS2 Acceptable Use Policy

When I go online, I agree to:

- Keep my passwords private and secure.
- Use technology for learning, not for harm or bullying.
- Think carefully before sharing personal information or photos.
- Ask before using someone else's work or images.
- Report anything that makes me feel uncomfortable.
- Never meet anyone I only know online.
- Check facts and not believe everything I see online.
- Be respectful in all messages, posts, and comments.

Appendix 3: Staff and Volunteer Acceptable Use Policy

All staff and volunteers must:

- Use only school devices and accounts for work purposes.
- Follow GDPR and Data Protection Act requirements.

- Protect passwords and lock devices when unattended.
- Report any online safety concern immediately to the DSL.

Appendix 4: Parent/Carer Agreement

I understand and support Brookside Primary School's approach to online safety. I will help my child use the internet safely, encourage positive online behaviour, and avoid sharing school photos online if other children appear.

14. Review Information

Reviewed: _____

Next Review: Autumn 2026

Approved by Governors: _____

At Brookside Primary, online safety is part of everything we do. We teach children to use technology safely, respectfully, and responsibly both in and out of school.

Key Points:

- The internet at school is filtered and monitored.
- Pupils learn how to recognise and report online risks.
- Staff receive regular training.
- Phones are handed in during the day.
- Parents must not share school photos of other children online.
- We discuss digital wellbeing and responsible AI use.

For any concerns, contact:

Mr D. Orme – Headteacher & DSL

Mrs R. V. Gordon – Safeguarding Lead

Mr L. Griffiths – Computing & Online Safety Lead