



St Mary's C of E (VA) Primary School

Working together
in an inclusive Christian environment
to allow every pupil to shine brighter and brighter.

St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect differences.

Online Safety Policy

This policy is GDPR compliant.

Date of issue: February 2026

Last reviewed/adopted: June 2026 (Standards and Ethos)

Next review date: Summer 2028

Signed: _____

Date: _____

ONLINE SAFETY POLICY – APPENDICES

Appendix A – Acceptable Use Agreement for Staff, Governors, Student Teachers, Peripatetic Teachers

- I will use school devices, accounts, and systems responsibly and professionally.
- I will use only school email accounts for school business.
- I will not access, create or share offensive or illegal content.
- I will separate personal and professional use of social media.
- I will not share passwords or give pupils access to staff accounts.
- I will protect personal and school data in line with the Data Protection Policy.
- I will not use personal devices to take images of pupils.
- I will immediately report online safety concerns to the DSL.

Signature Date
Full Name Role

Appendix B – Requirements for Visitors, Volunteers and Parent/Carer Helpers

- I will follow staff instructions on use of technology and the internet.
- I will not take images, recordings, or videos of pupils.
- I will not access inappropriate content online.
- I will not use personal mobile phones except in designated areas.
- I will report any safeguarding concerns to the DSL or Headteacher.

Name Signature
..... Date

Appendix C – Acceptable Use Agreement for Pupils

- I will use school devices and accounts responsibly and for learning.
- I will not use personal accounts on school devices.
- I will be polite and respectful in all online communication.
- I will not give out personal details (name, phone number, address, school).
- I will not share or upload images of others without permission.
- I will tell an adult if I see anything that upsets or worries me.
- I understand that my use of the internet can be monitored.

Pupil name Signature

..... Date

Parent/Carer name Signature

..... Date

Appendix D – Parent/Carer Responsibilities (Summary)

- I will support my child in following the pupil Acceptable Use Agreement.
- I will not post school-related information or images online that could bring the school or its community into disrepute.
- I will only take images of my own child at school events, unless permission is given otherwise.
- I will use personal mobile devices on school premises only in designated areas.
- I will raise concerns with the school directly rather than posting them online.

Parent/Carer name Signature

..... Date

Appendix E – Guidance on Responding to Cyberbullying

Cyberbullying is bullying that takes place online or through digital devices. It may include sending or sharing harmful, false, or mean content about someone else. It can include sharing personal or private information, causing embarrassment or humiliation.

The school will:

- Treat all incidents of cyberbullying as serious and investigate promptly.
- Support the victim through pastoral and safeguarding systems.
- Take appropriate disciplinary action against perpetrators in line with the Behaviour Policy.
- Where necessary, report incidents to social media platforms, the police, or other external agencies.
- Educate pupils about respectful online behaviour and the impact of cyberbullying through the curriculum.

Appendix F – Guidance on Preventing and Responding to Negative Comments on Social Media

Parents, carers, staff and pupils are expected to use social media responsibly. Negative, misleading, or abusive comments about the school or individuals can cause harm.

The school will:

- Encourage concerns to be raised directly with the school, not via social media.
- Monitor for reputational risks online where possible.
- Where inappropriate comments are identified, contact the individual to request removal.
- Escalate serious or defamatory comments to the platform or, if necessary, take legal advice.
- Provide parents and pupils with guidance on safe and positive use of social media.

Appendices – Online Safety Policy

These appendices form part of the St Mary's C.E. Primary School School Online Safety Policy. They should be reviewed annually alongside the main policy document.