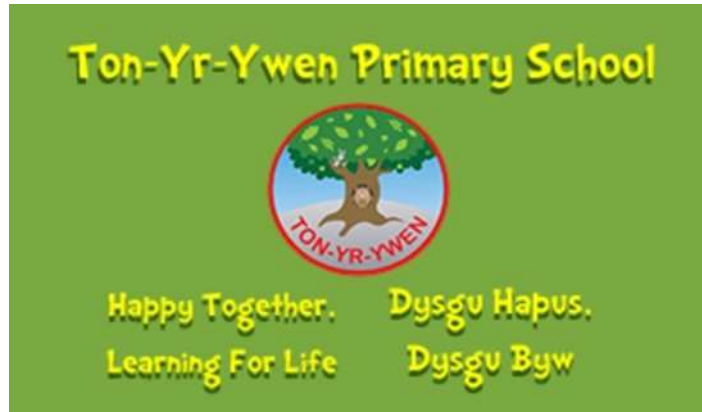


Ton Yr Ywen Primary School

E-Safety Policy - TYYES



Introduction

Nearly all activities performed online, including browsing, posting and messaging may contribute to the creation of a digital footprint. This is a permanent record of online presence.

At Ton Yr Ywen Primary School, we are committed to ensuring that pupils, staff, and parents understand the importance of staying safe online. This policy outlines our approach to e-safety and the expectations for online behaviour within our school community.

Purpose of the Policy

The purpose of this policy is to ensure that all pupils, staff, parents, and governors have a clear understanding of the school's approach to e-safety. It sets out guidelines for responsible digital use and aligns with other school policies, including Relationships and Well Being, Safeguarding & Child Protection, Anti-Bullying, and Health & Safety.

Online Safety Rules for Pupils – reflected in our age appropriate 'Pupil E-Safety Contracts' found in a supplementary document.

- Follow the school's rules written in our *E-Safety Pupil Contract/s* when using the internet and digital devices.
- Always use the internet safely, respectfully and responsibly.
- Never share personal information (such as full name, address, or passwords).
- Always get permission before taking images or videos of others, and before sharing these. This includes those generated using cutting tools and AI.
- Tell a trusted adult if you see something online that upsets you.
- Only use school-approved websites and apps.
- Remember that everything posted online can be viewed by others.

School Monitoring of Online Activity

Ton Yr Ywen Primary School

E-Safety Policy - TYYES

Ton Yr Ywen Primary School actively monitors online activity to ensure a safe and secure digital environment. Cardiff Local authority and staff members, under the guidance of the E-Safety Coordinator, may review browsing history when necessary. This applies to both pupils and staff using school devices or the school network. Monitoring takes place to:

- Protect children from inappropriate or harmful content.
- Prevent cyberbullying and unsafe online interactions.
- Ensure responsible and appropriate use of school technology.

Staff are also required to monitor screen usage and to plan for 'screen free' time - ensuring technology is only used to enhance learning and teaching.

Any concerns about inappropriate use may be addressed in accordance with the school's Relationship and Well-being Policy and Child Protection /Safeguarding Policies. In the case of staff this may also include use of the Disciplinary Policy and involvement of Human Resources.

Internet Use in School

- Pupils are supervised when using the internet.
- Children are not permitted to use IT equipment during play and lunch times due to supervision requirements.
- Children that are onsite (out of school hours) with staff parents must be supervised if accessing the internet on school devices.
- The school's internet access is filtered to block unsuitable content by a Cardiff Council service. Where staff note any concerns with regards to this Local Authority service they must go to the school office immediately and request that they raise a ticket.
- Online learning tools are selected based on their safety and educational value.
- Pupils are taught how to evaluate online information and recognise misinformation.
- AI should only be used by pupils under guidance from a trusted adult. Adults will not input any pupil or adult specific information when using AI.

Mobile Phones and Smart watches

Pupils:

- Mobile phones are only permitted for Year 6 pupils for safety reasons when travelling to and from school independently.
- Phones must be handed to the class teacher at the beginning of the school day.
- Phones will be kept in a locked cupboard and returned at the end of the day.
- The school is not liable for any theft or damage to the mobile phones when brought to school. Parents must therefore ensure that their insurance adequately provides cover.
- Phones must be switched off during school hours.
- Pupils are not allowed to use mobile phones on school premises.
- Pupils are not permitted to take mobile phones or any other internet linked device with them on school trips/visits/ residentials.
- Pupils are not permitted to wear any type of Smartwatch to school that can link to the internet – even where the internet has been disabled. This is because we are unable to monitor usage.

Ton Yr Ywen Primary School

E-Safety Policy - TYYES

Staff:

- Staff mobile phones must be set to silent mode during school hours.
- Personal mobile phones must not be used in the presence of pupils, except in emergencies.
- Staff should use school-issued iPads for capturing images and videos. If a school iPad is unavailable, personal mobile phones may be used, but images must be deleted immediately after uploading to Seesaw, the school website, or Google Classroom. All such uploads and deletions must take place before the end of the working day.
- Staff must only share images with the school community via school approved methods of sharing. E.g. Seesaw.

Social Media and Online Communication

- Pupils are not permitted to use personal social media accounts during school hours or on the school site.
- Any school-related online communication (such as Google Classroom) must be used responsibly.
- Pupils and staff must not share inappropriate images or messages online.
- Staff must not engage in personal social media communication with pupils.
- The school reserves the right to take action regarding any social media activity that may bring the school into disrepute.

Responsibilities of Parents and Carers

Nearly all activities performed online, including browsing, posting and messaging, may contribute to the creation of digital footprint. This is a permanent record of online presence.

Therefore, we expect parents to:

- Monitor their child's online activities out of school hours.
- Discuss online safety and appropriate internet use with their child.
- Use parental controls to help manage screen time and content access.
- Report any relevant online concerns to the school.

Publishing Pupils' Images and Work

- Photographs of pupils will not identify individuals.
- Parental consent is required before any pupil's photograph is published online.
- Parents may withdraw consent at any time by providing written notice to the school office.
- Pupils' work and photographs will not include full names.
- Seesaw is used as a secure platform to share pupils' work with parents. Parental consent is required for Seesaw use.
- Children's identities will only be shared on Seesaw, not on public websites, to ensure privacy and security.

Ton Yr Ywen Primary School

E-Safety Policy - TYYES

Managing Filtering and Security

- The school works closely with Cardiff Council to maintain appropriate internet filtering systems.
- Internet filtering effectiveness is reviewed regularly.
- Any security breach or access to inappropriate content must be reported immediately via the school office.

Use of Emerging Technologies

- New technologies will be reviewed before being introduced into the school environment.
- Staff will receive training on the safe use of new technologies.
- Personal electronic devices must not be connected to the school network without prior approval.

E-Safety Education

We believe that teaching children about online safety is essential. Our e-safety education includes:

- Regular e-safety lessons in line with the Curriculum for Wales Digital Competence Framework.
- School assemblies and workshops on internet safety.
- Encouraging responsible use of technology in and out of school.
- Bespoke interventions as is deemed necessary in order to ensure adherence to this policy, and connected policies (such as relationship and wellbeing, safeguarding etc)

Reporting Concerns

If a pupil, parent, or staff member has concerns about online safety, they should report them to a teacher or the Designated Safeguarding Lead immediately. Any incidents of cyberbullying or inappropriate online behaviour will be handled in line with school policies.

For more information or support with online safety, please contact the school office or visit our website.

Policy updated: 04/02/'25

Policy approved by Governors: 05/02/'25

Next review date: Spring 2027 or earlier should new information/technologies arise that require a policy update.