

# Welton St. Mary's Church of England Primary Academy



## Online Safety Policy (Pupils)

Approved March 2026  
Review annually

### Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

*'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.'* Romans 15:13

**Wisdom Hope Community Dignity**

**Welton St Mary's Church of England Primary Academy  
Online Safety Policy (Pupils)**

**Designated Online Safety Officer: Mrs Nicola Gough**

**Online Safety Lead and support – Mrs Nicola Gough, Mrs Murray and Ark**

**Safeguarding Governor – Mrs Gemma Atkins**

**Online Safety governor – Mr Joshua Lock**

**Online Safety**

The use of ICT within school has enormous benefits to your education; however there are reasons why the school must put some restrictions in place. We need to make sure that you are safe and that you do not see things that you shouldn't see. If there is a website that you think you should have access to, to help with your learning, please talk to a member of staff.

**PLEASE NOTE THAT INTERNET AND EMAIL USE WILL BE MONITORED.**

**Use of the internet** – the internet is provided to help you with learning activities such as research, online activities and many other things. Before going onto the internet all teachers will remind everyone about what to do if you see something inappropriate. The internet is not to be used for anything which is illegal or that someone might find offensive or upsetting. If you are unsure, or if you come across something you think is inappropriate, you should close down the document and don't reopen it until an adult asks you to. Always let the adult who is working with you know. There is security on the computers, so never try to get around this as internet use is checked and staff are informed immediately when inappropriate websites are being used.

**Logins and passwords** – every person has a different computer login and password. You should never allow anyone else to use your details unless you are asked to share it by your teacher. If you think that someone else may have your details you need to tell an adult and have your password changed.

**User areas**- your user area on the G Drive is provided for you to save your school work. It is not to be used to save music or other files you have brought in from home.

**Social Networking** – social networking (for example WhatsApp, Instagram, Facebook, X, Tik Tok) is not allowed for children in our school. Children of primary age are too young to be using social media. There are age restrictions in place to keep you safe.

# Social Media Age Restrictions



If you do use social networking sites out of school, remember:

- Do not upload pictures or videos of yourself.
- Never make nasty remarks about the school or anyone in the school.
- Always keep your personal information private.
- Never put in your full name, date of birth, address, school, phone number etc.
- Beware of fake profiles and people pretending to be someone else. If something doesn't feel right, TELL AN ADULT.
- Never chat to anyone online you do not know or do not recognise.
- If you see inappropriate language or pictures, report this and remove yourself from the chat (if on a messenger app).

**Security** - Never try to get past any security that is in place. Security is there to keep you safe online.

**Copyright**- Never take information from the internet and use it as your own. A lot of information is copyright which means that it is owned by someone else and it is illegal to use this information without permission from the owner. If you are unsure, ask the adult who is working with you.

**Behaviour** – When sending messages out of school, remember to always be polite and never swear. Consider what you are saying, and how it might be read by somebody else. Without an emoji it is difficult to show emotions in things like messages and some things you write may be read and interpreted differently by someone else. Remember what you find funny, other people may not. Do the 'grandma test' before you post something online – what would your grandma say if she saw what you have put? If you would not want your grandparents to see it then you should not be writing it!

**Doxing-** this involves taking specific information about someone and then spreading it around the internet or via some other means of getting it out to the public. This should never happen.

**Mobile phones** – These are not allowed in school. If there is a particular reason why you do need it in school, this must be kept at the office during the school day. If you have a mobile phone, the same rules apply as when you are using the computer. Never send nasty texts.

**Using Artificial Intelligence (AI)** - Sometimes we may use tools online that are powered by Artificial Intelligence (AI). These are computer programs that can help answer questions, create pictures, or help us learn new things. AI can be helpful, but it does not always give correct or safe information. If you use an AI tool in school, you should always follow your teacher's instructions and remember that AI is not a real person. Never share personal information (such as your name, address, school, passwords, or photos) with AI tools. If something an AI tool says makes you feel worried, confused, or unsure, you should tell a teacher straight away.

### **Online Safety: What should I do and what should I not do?**

Never give out personal details to online friends if you don't know them offline or in the real world.

Understand what information is personal: ie email address, mobile number, school name, sports clubs, pictures or videos of yourself, friends and family. Small pieces of information can be pieced together to give an 'online friend' information as to who you are.

It is easy to forget that the internet is not a private space and as a result many people can see what you put on the internet. Do not put anything on you would not want your parents/carers to see.

Don't open files/emails from people you don't know. It could contain a virus.

Understand that some people lie online and that it is best to keep online mates online. Never meet up with strangers without an adult you can trust.

If you use AI tools to help with your learning, always follow your teacher's instructions, never share personal information, and remember that AI can sometimes make mistakes, so check anything you are unsure about with an adult

**DON'T FORGET, IT IS NEVER TOO LATE TO TELL SOMEONE IF SOMETHING OR SOMEONE MAKES YOU FEEL UNCOMFORTABLE.**