



ST LAWRENCE'S CATHOLIC PRIMARY SCHOOL



E-SAFETY POLICY

ST LAWRENCE'S CATHOLIC PRIMARY SCHOOL

Policy Renewal Date: October 2025

Policy Due for Renewal: October 2026

We have rules that we teach the children to keep them safe on the internet. These rules are taught as part of the IT curriculum and are displayed in the ICT suite. Furthermore they are taught these rules during assemblies.

THINK THEN CLICK: KEY STAGE 1



We only use the internet when an adult is with us.

We only click on buttons or links when we know what they do.

We only search the internet when an adult is with us.

We always ask when we get lost on the internet.

We only send and open emails when we are with adults.



We only write polite and friendly emails and we only write them to people that we know.

THINK THEN CLICK: KEY STAGE 2

We always ask permission before using the internet.

We only use websites that an adult has chosen.

We tell an adult if we see anything that we are uncomfortable with.

We immediately close any webpage we are not sure about.

We only e-mail people that an adult has approved.



We only send e-mails that are polite and friendly.



We never give out personal information or passwords.

We never arrange to meet anyone that we don't know.

We never open e-mails sent from people that we do not know.

We do not use internet chatrooms.



E-SAFETY RULES IN SCHOOL

These e-safety rules help to protect our students and our school by describing acceptable and unacceptable computer use.

- The school owns the computer network and will set the rules for its use.
- It is a criminal offence to use a computer or a network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or internet access.
- All network and internet use must be appropriate to education.
- Messages shall be written carefully and politely at all times.
- Anonymous messages and letter chains are not permitted.
- Users must always take care not to reveal any personal information through e-mail, blogs or messaging.
- The school ICT systems must not be used for private purposes unless the Head Teacher has given specific permission.
- Copyright and intellectual property rights must always be respected.
- The school may exercise its right to monitor its own systems and delete any material that it deems inappropriate.

E-SAFETY RULES AT HOME

- Always be sure you know who you are online with
- Do not give away any personal information (name, address, school you go to)
- Do not send any pictures of yourself
- If you feel uncomfortable at any stage – tell an adult
- Do not have too much screen time
- Always be respectful to your friends. Never say anything online that you would not say in person
- Remember everything online is recorded
- Remember you can get in trouble in school for anything you do at home online