



THE SAINTS FEDERATION

**Online Safety Policy
2026-2027**



Organisation	The Saints Federation
Title	Online Safety Policy
Author	School/Governing Body
Owner	Executive Head teacher and Governing body
Protective marking	NOT PROTECTIVELY MARKED
Review date:	Every Three years or sooner if needed

Revision history

Revision Date	Revision	Previous version	Description of revision
December 2018	1.0	N/A	Policy created and signed off
November 2019			Annual Review
December 2020			Review
April 2025	Updated	Jan 2021	Includes The Saints Federation, previously St David's.
May 2026	2.0	April 2025	St Mellon's CIW Primary School have joined the Saints Federation.

Signed by Chair of Governors on behalf of the Governing Body:

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Signed by the Executive Head Teacher:

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Date approved: (by full Governing Body)

Date of review:

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 The Saints Federation, 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

- Follow the school's rules written in our 'Pupil Acceptable Use Agreement' 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

The Saints Federation 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 Behaviour 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 i.e. an after-school club) with staff 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 notify the ICT leader or a member of SLT 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.
- Artificial Intelligence (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 in the main school office 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/ residential.
- 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.

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 of pupils and learning and must not use their mobile phone or any personal device.
- Staff must only share images with the school community via school approved methods of sharing. E.g. Seesaw.

Social Media and Online Communication

Pupils:

- 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 must not share inappropriate images or messages online.

Staff:

- 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.
- The school will minimise the risk of harm to learners by providing education/training including acceptable use, age restrictions, social media risks, digital and video images policy, checking of settings, data protection and reporting issues.

- Staff should ensure that no reference is made in social media to learners, parents/carers or school staff.
- Staff should ensure that they do not engage in online discussion on personal matters relating to members of the school community and personal opinions should not be attributed to the school.
- Staff should check that the security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.
- Staff should act as positive role models in their use of social media.

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.

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

At The Saints Federation, 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)

Social Media – School Accounts

From September 2026, the Saints Federation will use Instagram as a means of online communication with parents and families to share and celebrate learning successes across the schools.

Any staff member using the school Instagram account is not permitted to represent the Saints Federation on any other social media sites. Any personal posts through social media sites should not contain any personal opinions or views which could bring the Saints

Federation into disrepute. On many of these social media channels it can be tempting to “follow”, “retweet” or “like” a particular post, however great care should be taken when doing this as one of these actions could be seen as an official endorsement which could also bring the school into disrepute. ‘Commenting’ and direct messaging will be disabled on school Instagram accounts and any parent found attempting to use social media channels to contact staff, will be directed to official school channels. Any interactions with parents / carers should be of a strictly professional nature. Interaction with pupils is strictly prohibited. Any inappropriate misuse of social media could result in disciplinary action being taken.

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.

Appendix 1: Pupil Acceptable Use Agreements

Pupil Acceptable Use Agreement: Progression Step 1/2

This is how we stay safe when we use computers:

- I will ask a teacher or another adult from the school if I want to use the computers.
- I will only use activities that a teacher or another adult from the school has told or allowed me to use on the computer and iPads.
- I will take care of the computer and iPads.
- I will ask for help from a teacher or another adult from the school if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or another adult from the school if I see something that upsets me on the computer or iPad.
- I know that if I break the rules I might not be allowed to use a computer or iPad.
- I will follow the live learning e-Safety rules when learning at home.

Name: _____ Year: _____

Pupil Acceptable Use Agreement: Progression Step 3

This Acceptable Use Agreement is intended to ensure that:

- Pupils will be responsible users and stay safe while using the internet and other digital technologies in school.
- School systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Agreement

I understand that I must use school systems and devices responsibly, so that there is no risk to my safety or to the safety and security of the systems and other users. This agreement will also apply to any personal devices that I bring to school.

- I understand that my use of the internet in school will be monitored.
- I will only bring my mobile phone to school if my parents/carers have granted me permission to do so (year 6 pupils only). I understand that if I bring my phone into school it must stay switched off in my bag during the school day and I can only switch it back on at 3:30 when I've left the school gates.
- I will not try to access any materials that are inappropriate or may upset others.
- I will immediately report any inappropriate material or incident, I become aware of, to a member of staff.
- I will not access, change or delete any other pupil's files, without permission.
- I will keep my username and password safe and secure, I will not share it, nor will I try to use any other person's username and password in and out of school.
- I will only take images, videos and voice recordings of other pupils and staff with their permission. I will not use any personal equipment to take images, videos and voice recordings.
- I will not install programs and apps of any type on a school device, nor will I try to change computer settings, unless I have permission to do so.
- I will not cause any damage to school ICT equipment.
- I will report any damage or faults involving equipment or software, to a member of staff.

- Where work is protected by copyright, I will not download or share copies (including music and videos).
- I understand that if I fail to follow this Acceptable Use Agreement, the school has the right to stop me from using school internet systems/devices.
- I will follow the live learning e-Safety rules when learning at home.

I have read and understood the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications about the school) within these guidelines.

Name: _____

Year group: _____

Date: _____

The Saints Federation of Schools
Parent/Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal, and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents / carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that pupils have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Learner Acceptable Use agreement is available on the school website, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents/carers are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Name of pupil/s:

As the parent/carers of the above pupil/s I give permission for my son/daughter to have access to the internet and to digital technology systems at school.

I understand that the school has discussed the acceptable use agreement with my son/daughter and that he/she has signed the agreement. I also understand that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet - both in and out of school.

I understand that the school will take every reasonable precaution, including applying monitoring and filtering systems, to ensure that pupils will be safe when they use the internet and digital technology systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son/daughter's activity on the digital technology systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed:..... Date:

Use of Digital/Video Images

The use of digital / video images plays an important part in learning activities. Learners and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons and may also be used to celebrate success through their publication in newsletters, on the school website, social media platforms and very occasionally in the public media.

The school will comply with GB GDPR and request parents' / carers' permission before taking images of their child. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use. To respect everyone's privacy and protection, these images **must not** be published / made publicly available on any social networking sites.

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children.

Digital/Video Images Permission Form

Parent / Carer Name:

Pupil's Name:

*Please tick each of the following statements where **consent is given**:*

I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital videos or images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

The school may use my child's photo for a publicity shot in a local or national paper where first names may be used (Individual/or group photo).

The school may use a photograph of my child (individual or group) for the school's website / Instagram page. Names will **not** be used.

Signed:..... Date: