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1. Aims

This policy outlines our purpose in providing e-mail facilities and access to the Internet and explains how our school is seeking to avoid the potential problems that unrestricted Internet access could give rise to.

As a specialist SEMH setting, Storyybrook recognises that pupils may be more vulnerable to online risks due to factors such as impulsivity, difficulties with emotional regulation, and challenges in forming safe relationships. These vulnerabilities may increase the likelihood of pupils engaging in or being exposed to risky online behaviour.

Online safety is therefore approached through a trauma-informed and relational framework, recognising that behaviour may be a form of communication and that online incidents may indicate underlying safeguarding concerns.

Storyybrook has an E-Safety team which will be led by the School Business Manager and the Designated Persons for the school, being the Headteacher and Deputy Headteacher.

The E-safety Policy will be reviewed at least annually. It should also be reviewed following any e-safety incidents or technology updates. Parents/Carers will be requested to sign an E-safety agreement as part of the home school agreement, prior to their child's admission to Storyybrook.

This policy should be read in conjunction with the Safeguarding and Child Protection Policy, which sets out the school's overarching safeguarding procedures. Online safety is considered a key aspect of safeguarding at Storyybrook.

2. Internet access in school

The purpose of Internet access in school's is to raise educational standards, support the professional work of staff and enhance the school's management, information and business administration systems.

Teachers and pupils will have access to web sites worldwide (including museums and art galleries) offering educational resources, news and current events.

In addition, staff will have the opportunity to access educational materials and good curriculum practice; to communicate with support services and professional networks, exchange curriculum and administration data with the LA and the Department for Education (DfE), receive up-to-date information and participate in government initiatives and our own Virtual Learning Environment (VLE).





Parents/ carers' attention will be drawn to the Policy by letter in the first instance and, thereafter, in our school brochure and on the school's web site. Our school E-safety & Internet Access Policy will be available for parents and others to read on demand.

The internet is part of everyday life for education, business and social interaction. The school has a duty to provide pupils with quality internet access as part of their learning experience.

Pupils use the internet widely outside of school and they need to learn how to evaluate internet information and to take care of their own safety and security.

3. Ensuring Internet access is appropriate and safe

In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. Storybrook will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our internet access has a filtering system which prevents access to material inappropriate for children
- Children using the internet will be working in the classroom or computer suite and will be under the supervision of an adult at all times.
- Staff will use their professional judgement and check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- The Class Rules for Responsible Internet Use are posted near all computers with Internet access.
- Virus protection will be updated regularly.
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider and the Department for Education.

An important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children is taken by the Designated Persons (Headteacher and Deputy Headteacher). All teaching staff will be made aware of the incident at a Staff Meeting if appropriate.





If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

If staff or pupils discover unsuitable sites the Designated Persons (Headteacher and Deputy Headteacher) will be informed. They will then report the URL and content to the Internet Service Provider (ISP) and the LA; if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the police.

Please refer to appendix 2 regarding our pupil agreement when using the internet.

Maintaining the security of the school ICT network and systems:

- Security is maintained by updating virus protection
- Personal data sent over the internet or taken off site will be encrypted
- Portable media may not be used without specific permissions followed by a security scan
- Unapproved software is not permitted
- Personal data will be recorded, processed, stored and shared in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR), ensuring that information is handled lawfully, securely and in line with safeguarding responsibilities.

4. Online Safety (safeguarding)

Storybrook recognises that online safety is a key part of safeguarding and that children can be at risk of harm both online and offline. Online risks are considered within the school's overall safeguarding framework and are responded to in line with the Safeguarding and Child Protection Policy.

In an SEMH setting, staff understand that pupils may be more susceptible to online harm due to their individual needs. Changes in behaviour, increased dysregulation, withdrawal, or heightened emotional responses may indicate that a pupil is experiencing difficulties related to online activity.

All online incidents will be considered within the wider safeguarding context, and staff will respond with a supportive, non-judgemental and trauma-informed approach.

Staff are aware that risks to children online may include, but are not limited to:

- online abuse, including emotional abuse and coercion
- online grooming and exploitation (including sexual and criminal exploitation)





- exposure to harmful or inappropriate content
- harmful sexual behaviour, including sharing of nude or semi-nude images
- cyberbullying
- radicalisation and exposure to extremist content
- risks associated with social media, gaming, and online communication platforms

Any concerns relating to online safety, including exposure to harmful content, online interactions, or changes in pupil behaviour linked to online activity, will be treated as safeguarding concerns and will be reported to the Designated Safeguarding Lead (DSL) in line with school procedures. The DSL will respond in accordance with statutory guidance, including making referrals to external agencies where appropriate.

Storyybrook ensures that pupils are taught about online safety through a broad and balanced curriculum, including how to:

- stay safe online
- recognise risks
- report concerns
- develop resilience and critical thinking when using digital technologies

All such concerns must be reported to the Designated Safeguarding Lead (DSL) or Deputy DSL without delay, in line with the school's Safeguarding and Child Protection procedures. The DSL will assess the concern and take appropriate action, including referral to external agencies where necessary.

Staff will receive regular training on online safety as part of safeguarding training, in line with Keeping Children Safe in Education (KCSIE).

5. Filtering and Monitoring

Storyybrook ensures that appropriate filtering and monitoring systems are in place to safeguard pupils when accessing the internet. These systems are designed to prevent access to harmful or inappropriate content and to identify any safeguarding concerns arising from online activity.

Filtering systems are in place to block access to inappropriate content, including material that is illegal, harmful or unsuitable for children. These systems are regularly reviewed to ensure they remain effective and appropriate for the age and needs of pupils.

Monitoring systems are used to review online activity and identify potential safeguarding concerns. Alerts may be generated where concerning behaviour or content is identified.





The Headteacher, as Designated Safeguarding Lead (DSL), has overall responsibility for ensuring that filtering and monitoring systems are effective and that concerns are responded to appropriately. Day-to-day oversight may be delegated to a member of the senior leadership team or IT support.

All staff understand that any concerns identified through monitoring systems must be treated as safeguarding concerns and reported to the DSL without delay. The DSL will assess the concern and take appropriate action in line with the Safeguarding and Child Protection Policy, including referral to external agencies where necessary.

Storybrook will ensure that staff receive appropriate training to understand their roles and responsibilities in relation to filtering and monitoring, in line with statutory guidance.

6. Staff Responsibilities

Staff will take into account the individual needs of pupils, particularly those with SEMH needs, when supporting online safety. This includes recognising that pupils may require additional support to understand risk, regulate their behaviour online, and maintain appropriate boundaries.

Staff will respond to online concerns with a calm, consistent and supportive approach, prioritising de-escalation and safeguarding.

All staff have a responsibility to safeguard pupils, including when they are accessing or using technology. Online safety is considered part of the school's wider safeguarding responsibilities.

All staff will:

- be aware of the risks to pupils online, including exposure to harmful content, online abuse, exploitation, cyberbullying and inappropriate communication
- maintain appropriate professional boundaries when using technology and online platforms
- ensure that pupils are supervised appropriately when accessing the internet
- promote safe and responsible use of technology in line with the school's expectations
- remain vigilant to signs that a pupil may be at risk from online harm, including changes in behaviour or emotional presentation

Staff must act immediately if they have any concerns about a pupil's safety online. All concerns must be reported to the Designated Safeguarding Lead (DSL) or Deputy DSL without delay, in line with the Safeguarding and Child Protection Policy.





Staff must not attempt to investigate incidents themselves or promise confidentiality to pupils. The DSL will take lead responsibility for managing concerns and determining appropriate next steps, including referral to external agencies where necessary.

Staff will receive regular safeguarding and online safety training, ensuring they understand their responsibilities and how to respond to concerns.

7. Using the Internet to enhance learning

Access to the Internet is a planned part of the integrated curriculum that enriches and extends learning activities and is integrated into the class schemes of work at Storybrook. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet are used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes other-adult) demonstration
- pupils may access teacher-prepared materials, rather than the open internet
- pupils may be given a suitable web page or a single web site to access
- pupils may be provided with lists of relevant and suitable web sites which they may access
- pupils are expected to observe the Class Rules of Responsible Internet Use and are informed that checks can and will be made on files held on the system and the sites they access
- pupils will be educated in taking responsibility for their own Internet access

Using information from the Internet

- Pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV
- Teachers ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium)
- When copying materials from the Web, pupils are taught to observe copyright
- Pupils are made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

8. Using e-mail - Upper KS2 only

Pupils may learn how to use an e-mail application and are taught e-mail conventions. Staff and pupils use e-mail to communicate with others, to request information and to share information.





The following rules will apply:

- Pupils will only be allowed to use e-mail once they have been taught the Class Rules of Responsible Internet Use and the reasons for these rules
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail
- Pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts
- In-coming e-mail to pupils will not be regarded as private
- Children will have the e-mail messages they compose checked by a member of staff before sending them
- The forwarding of chain letters will not be permitted
- Pupils are not permitted to use e-mail at school to arrange to meet someone outside school hours

9. Storyybrook website

Our school web site is intended to:

- provide accurate, up-to-date information about our school
- provide pupils with the opportunity to publish their work on the Internet for a very wide audience including pupils, parents, staff, governors, members of the local community and others
- celebrate good work
- promote the school
- keep parents/ carers informed of our learning and events

10. Privacy & Safety

Storyybrook includes images of children on our school website as well as children's work to celebrate their achievements and to encourage and motivate. We follow these guidelines when publishing media and content.

Images of pupils may be used to celebrate achievement and support learning, provided appropriate safeguards are in place. Storyybrook will obtain parental/carer consent before images are used and ensure that images are used appropriately and do not place pupils at risk. Full names will not be published alongside images, and images will be stored and shared securely in line with data protection requirements. Staff will use professional judgement when selecting images for publication, ensuring that all use is proportionate, respectful and aligned with safeguarding principles.

The point of contact on the website will be the school address, telephone number and e-mail address. Home information or individual e-mail identities will not be published. Staff

Date Last Reviewed: 08.04.2026 | Scheduled Review Date: 08.04.2027

Review By: R. Burbridge





will be identified by their full name unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

11. Cyber bullying

Cyber bullying (along with all forms of bullying) will be dealt with in accordance with the schools anti bullying policy. All incidents of cyber bullying reported to the school will be recorded as per the incident record keeping guide.

12. Internet access and home/school links

Storyybrook parents/ carers will be informed in our school prospectus that pupils are provided with supervised Internet access as part of their lessons. We will keep parents/ carers in touch with future ICT developments by letter and newsletter.

Please also refer to the E-Safety Home School Agreement for Parents/ Carers, found in appendix 1.





Appendix 1: Acceptable use of the internet: agreement for parents and carers

Acceptable use of the internet: agreement for parents and carers	
Name of parent/carer:	
Name of child:	
<p>Online channels are an important way for parents/carers to communicate with, or about, our school.</p> <p>The school uses the following channels:</p> <ul style="list-style-type: none"> • Our official social media pages • Email/text groups for parents (for school announcements and information) • Class Dojo <p>Parents/carers may also set up independent channels to help them stay on top of what's happening in their child's class. For example, class/year Facebook groups, email groups, or chats (through apps such as WhatsApp).</p>	
<p>When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:</p> <ul style="list-style-type: none"> • Be respectful towards members of staff, and the school, at all times • Be respectful of other parents/carers and children • Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure 	
<p>I will not:</p> <ul style="list-style-type: none"> • Use private groups, the school's Facebook page, or personal social media to complain about or criticise the school or members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way • Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident • Name individuals or enable identification of children through describing situations or incidents that have occurred, or not. I will contact the school and speak to the appropriate member of staff so that issues can be dealt with appropriately. • Upload or share photos or videos on social media of any child other than my own, unless I have the permission of the other children's parents/carers 	
Signed:	Date:





Appendix 2: Acceptable use of the internet: Storyybrook pupils

Acceptable use of the internet: Storyybrook Pupils

Name of child:

Date:

At Storyybrook, we want everyone to feel safe, respected, and ready to learn. This agreement helps us work together to use the internet and technology safely and responsibly.

As a pupil, I agree to:

1. Stay safe online

- I will tell a trusted adult straight away if I see or hear anything online that makes me feel worried, upset, or uncomfortable
- I will not share personal information (such as my full name, address, phone number, or school) online

2. Use technology responsibly

- I will only use the internet and devices when an adult says it is okay
- I will only visit websites or use apps that a teacher has approved
- I will follow the school's rules for using computers and the internet

3. Be kind and respectful

- I will be polite and respectful to others when using technology
- I will not send unkind messages or take part in cyberbullying
- I will not share or post anything that could hurt or upset someone else

4. Take care of school equipment

- I will use devices carefully and for learning purposes
- I will not try to change settings, download apps, or access blocked content

5. Ask for help when I need it

- I understand that mistakes can happen, and I will ask for help if something goes wrong
- I know that adults in school are here to support me and keep me safe





Storyybrook promises:

- to help me learn how to stay safe online
- to listen to me and support me if I have a problem
- to provide safe and supervised internet access

Pupil Signature:

Staff Signature:

Parent/ Carer Signature:

