

THE MILL PRIMARY ACADEMY

E-SAFETY POLICY



Review Date: September 2026

E-Safety and Acceptable Use at The Mill Academy

Introduction

At **The Mill Academy**, we are committed to safeguarding all members of our school community. The internet is an essential tool for education, communication, and administration, and it plays a central role in raising educational standards, supporting pupil achievement, and enabling staff to work effectively.

We recognise the many benefits technology can bring, but also the risks. For this reason, we actively educate children, staff, and parents about the safe, responsible, and effective use of technology.

How Internet Use Enhances Learning

Developing good practice in internet use is vital. Pupils are guided by staff in online activities that support their age-appropriate learning outcomes. Internet access is planned to enrich and extend learning opportunities, while staff ensure that pupils understand what is acceptable and safe use.

Pupils are taught how to:

- Use the internet for research effectively.
- Locate, retrieve, and evaluate information.
- Recognise safe and responsible online behaviour.
- Respect copyright and acknowledge sources.

Roles and Responsibilities

Headteacher

The Headteacher has a duty of care for ensuring the safety of all members of the school community, including online safety. Day-to-day responsibility is delegated to the E-Safety Coordinator. The Headteacher ensures staff receive appropriate training, supports monitoring systems, and receives regular updates from the E-Safety Coordinator.

E-Safety Coordinator

The E-Safety Coordinator takes daily responsibility for online safety issues. They:

- Lead the development and review of school e-safety policies.
- Ensure all staff know procedures for reporting concerns.
- Provide advice, training, and record all e-safety incidents to inform future practice.

IT Support Team

The Trust IT Support Team ensures our technical systems are secure and safeguarded from misuse or malicious attack. They:

- Maintain robust password protection policies.
- Ensure internet filtering and monitoring is up to date.
- Report misuse or attempted misuse to the Head of School.

- ~~Protect servers, devices, and networks through up to date security measures.~~

Teaching and Support Staff

All staff are responsible for:

- Staying up to date with school e-safety practices.
- Signing and following the Staff Acceptable Use Policy.
- Embedding e-safety into the curriculum and modelling safe behaviours.
- Monitoring pupil use of devices in lessons and activities.
- Reporting concerns promptly to the Headteacher/E-Safety Coordinator.

Pupils

Pupils are expected to:

- Use school technology responsibly and follow the Pupil Acceptable Use Policy.
- Report any abuse, misuse, or unsafe content.
- Understand rules regarding mobile devices, cameras, and image-sharing.
- Know the school's stance on cyberbullying and online conduct.

Parents/Carers

Parents and carers play a vital role in supporting safe online use. The Mill Academy helps parents understand e-safety issues through newsletters, workshops, and links to national/local guidance. We encourage parents to model safe behaviours at home and support the school's Acceptable Use policies.

E-Safety in the Curriculum

E-safety is taught throughout the curriculum, especially in Computing and PSHE. Pupils learn to:

- Critically evaluate online materials.
- Check the accuracy of information.
- Acknowledge sources and respect copyright.
- Recognise risks online and adopt safe behaviours.

Staff act as role models in their use of technology, and in all planned lessons pupils are guided to sites and resources that are age-appropriate and safe.

Safeguarding Children Online

The internet opens access to vast opportunities but also poses risks such as grooming, exposure to harmful content, radicalisation, and cyberbullying. At **The Mill Academy**, keeping children safe online is paramount. Our safeguarding policies, including those under the HCAT Trust, reflect the importance of protecting pupils from online harm.

Useful guidance:

- [Prevent Duty Guidance – DfE](#)

Technical Security and Monitoring

With support from the Trust IT team, our systems are regularly reviewed to ensure:

- Secure infrastructure, filtering, and monitoring.
- Restricted access rights for staff, pupils, and visitors.
- Clear processes for dealing with filtering requests.
- Protection against malicious attempts or accidental misuse.
- Up-to-date virus protection across all devices.

Use of Digital and Video Images

Digital images are a valuable learning resource but must be used responsibly. To protect our pupils:

- Staff educate pupils about safe image use and risks online.
- Parents may record images at school events for personal use only, but must not post them publicly or online.
- Staff and volunteers may take images for educational purposes following school policies.
- Pupils must not share or publish images of others without consent.
- Names of pupils are never published alongside images without parental permission.

Communication

When using school communication systems:

- Staff and pupils must use only official school email accounts.
- Emails are monitored for safety and professionalism.
- Staff must use encryption when sending sensitive data externally.
- Inappropriate or offensive messages must be reported immediately.
- Pupils are taught about risks in sharing personal information and how to handle inappropriate communications.