



BANANA ISLAND SCHOOL

A Happy School with High Expectations

Accredited Member British Schools Overseas (BSO)

E-safety Policy

January 2021

First Implementation Date: January 2021

Review period | Annual

Date last reviewed: August 2025

Responsible person: Mr Brad Sailes

1. PURPOSE

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The purpose of Internet use in Banana Island School is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. In addition, we recognise the Internet is an essential element in 21st century life for education, business and social interaction. Our school has a duty to provide students with safe, quality Internet access as part of their learning experience.

Good Habits

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure network and the effective management of content filtering.

Criteria	Comments
Date of latest update:	August 2025
The Policy was agreed by governors on:	January 2021
The Policy is available for staff at:	Central Sharepoint (Policies/SIP)
The designated Child Protection Teacher/Officer is:	Head Teacher
The e-Safety Coordinator is	ICT Lead
Has e-safety training been provided for both pupils and staff?	Yes
Do all staff sign an ICT Code of Conduct on appointment?	A general code of conduct is signed
Do parents sign and return an agreement that their child will comply with the School e-Safety Rules?	
Have school e-Safety Rules been set for pupils?	Yes
Are these Rules displayed in all rooms with computers?	Yes
Has the school filtering policy been approved by SLT?	Yes
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Yes

This quick self-audit will help the Senior Leadership Team (SLT) assess whether the e-safety basics are in place.

2. Guidelines

2.1 Managing Information Systems

Information Systems Security

- School ICT system security will be reviewed regularly
- Virus protection will be updated regularly
- The school will aim to ensure the safety and integrity of any wireless system used or installed in the school
- School data should not be stored on personal devices

Email

- Pupils may only use approved e-mail accounts on the school system
- Pupils must immediately tell a teacher if they receive an offensive e-mail
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission
- The forwarding of chain letters is not permitted
- Incoming e-mail should be treated as suspicious and attachments should not be opened unless the author is known
- Access in school to external personal e-mail accounts may be blocked
- Published content and the school web site
- Staff or pupil personal contact information will not be published. The contact details given online should be the school office details
- The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate

2.2 Publishing pupils' images and work

- The school will consider using group photographs rather than full-face photos of individual children

- Pupils' full names will not be used anywhere on a school website or other online space, particularly in association with photographs
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website or social media platforms
- Work will only be published with the permission of the pupil and parents/carers
- Pupil image file names will not refer to the pupil by name
- Parents will be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories

2.3 Managing filtering

- If staff or pupils come across unsuitable online materials, the site will be reported to the Head Teacher

2.4 Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will not appear on a computer connected to the school network. The school cannot accept liability for any material accessed, or any consequences of Internet access
- The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

2.5 Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff
- Any complaint about staff misuse must be referred to the Head Teacher
- Complaints of a child protection nature will be dealt with in accordance with school child protection procedure.

3 PROCEDURES

3.1 Supporting Policies

ICT Policy

The school ICT policy is implemented and followed to ensure children have access to a range of devices to meet National Curriculum expectations from the Programme of Study.

4. MONITORING AND EVALUATION

4.1 Raising Awareness

Children

- E-Safety rules will be posted in all rooms where computers accessible by pupils are used. Rules will be discussed with pupils regularly
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up

Staff

- All staff will be given the School e-Safety Policy and its importance will be explained
- Staff will be informed that network and Internet traffic can be monitored and traced to the individual user
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues

Enlisting parents' and carers' support

- The school will maintain and provide a list of e-safety resources for parents/carers
- Class teachers will ask all parents to sign the parent/pupil agreement at the beginning of each school year.

4.2 Monitoring

- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems
- Parents will be asked to sign and return a consent form
- Pupils will sign an acceptable use document before using school equipment.

There will be an annual review of this policy by the Head Teacher.