



**Charlton-on-Otmoor CE Primary School**  
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**Headteacher:**  
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## E-Safety Policy

### **1 Writing and reviewing the e-Safety policy**

Our e-Safety Policy has been written by the school, following government guidance. It has been agreed by senior management and approved by governors.

### **2 Teaching and learning**

#### **Why Internet use is important?**

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

#### **Internet use will enhance learning**

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

#### **Pupils will be taught how to evaluate Internet content**

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Each year Safer Internet Day will be recognised with whole school assembly with parents invited.

<http://www.saferinternet.org.uk/safer-internet-day/2017>

### **3 Managing Internet Access**

#### **Information system security**

School ICT systems capacity and security will be reviewed regularly. Virus protection will be updated regularly. Security strategies will be discussed with 123ICT

#### **E-mail**

Pupils may only use approved e-mail accounts on the school system.

Pupils must immediately tell a teacher if they receive offensive e-mail.

Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

The forwarding of chain letters is not permitted.

#### **Published content and the school website**

The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **Publishing pupils' images and work**

Photographs that include pupils will be selected carefully

Pupils' full names will not be used anywhere on the school website, particularly in association with photographs.

Written permission from parent or carers will be obtained before photographs of pupils are published on the school website.

Pupils' work will only be published with the permission of the pupils and parents.

### **Social networking and personal publishing**

The school will block/filter access to social networking sites.

Pupils will be advised never to give out personal details of any kind which may identify them or their location. Pupils will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils. Games should be age appropriate.

### **Managing filtering**

The school will work with 123ICT to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the ICT/Computing co-ordinator.

The ICT/Computing co-ordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **Managing emerging technologies**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Staff will use the school phone where contact with parents is required.

See separate Mobile Phone Policy.

### **Protecting personal data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **4 Policy Decisions**

### **Authorising Internet access**

All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.

Parents will be asked to sign and return a consent form.

### **Assessing risks**

The school will take all reasonable precautions to ensure that users access only appropriate material.

However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.

The school will audit ICT provision to establish if the e-Safety policy is adequate and that its implementation is effective.

### **Handling e-Safety complaints**

Complaints of Internet misuse will be dealt with by the Headteacher.

Any complaint about staff misuse must be referred to the Headteacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

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## Community use of the Internet

The school will liaise with OCC and partnership schools to establish a common approach to e-Safety.

### 5. Communications Policy

#### Introducing the e-Safety policy to pupils

E-Safety rules will be posted in all classrooms and discussed with the pupils each year.

Pupils will be informed that network and Internet use will be monitored.

Year 6 children will attend the Junior Citizens Day which includes e-Safety.

Age appropriate e-Safety assemblies will be attended by all children from Year 1 to 6.

#### Staff and the e-Safety policy

All staff will be given the School e-Safety Policy and its importance explained.

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. The staff have all read and agreed to school social media guidance

#### Enlisting parents' support

Parents' attention will be drawn to the School e-Safety Policy through Teachers2Parents and it will be on the school website. Other relevant information will also be posted as and when necessary.

#### Failure to Comply

Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by a senior member of staff.

Approved by:

Nadia Gosling

Date: 14.06.2022

Last reviewed on:

07.09.2022

Next review due by:

07.09.2024

Key Stage 1

# Think then Click

These rules help us to stay safe on the Internet



We only use the Internet when an adult is with us

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



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We never give out personal information or passwords.



Key Stage 2

# Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only contact people an adult has approved.
- We are polite and friendly when communicating over the Internet.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open messages sent by anyone we don't know.

- We do not use Internet chat rooms.

## Our School e-Safety Rules

***All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.***

***Pupil:***

***Class:***

### **Pupil's Agreement**

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, iPads, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access is monitored.

***Signed:***

***Date:***

### **Parent's Consent for Web Publication of Work and Photographs**

I agree that my son/daughter's work may be published on the school's website. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil's full names.

### **Parent's Consent for Internet Access**

I have read and understood the school e-Safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials, but cannot be held responsible for the content of materials accessed through the Internet.

***Signed:***

***Date:***

***Please print name:***

Please complete, sign and return to the office.

