

# Lunsford Primary School

## Key Stage 2 Acceptable Use Policy



I understand that the Lunsford Primary School Acceptable Use Policy will help keep me safe and happy online at home and at school.

### Safe

- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate and if I have permission
- I only talk with and open messages from people I know and I only click on links if I know they are safe
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.
- If I bring in memory sticks from outside of school I will always give them to my teacher so they can be checked for viruses and content, before opening a file.

### Trust

- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult
- I know there are laws that stop me copying online content

### Responsible

- I know that I will be able to use the internet in school, for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- I always ask permission from an adult before using the internet, a computer or iPad.
- I only use websites and search engines that my teacher has chosen
- I will not use my own personal devices or mobile phone whilst on the school site
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files, accounts or information
- I will only change the settings on the computer if a teacher/technician has allowed me to
- If I need to learn online at home, I will continue to follow the acceptable use policy

### Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.

- I know that all school devices, accounts and systems are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with my parents/carers
- I can visit [www.lunsford.kent.sch.uk](http://www.lunsford.kent.sch.uk), [www.ceopeducation.co.uk](http://www.ceopeducation.co.uk), and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online
- I know that if I do not follow the school rules then there will be consequences and my parents may be contacted.
- I know that I am not allowed on personal e-mail, social networking sites or instant messaging in school.
- I know that unkind or inappropriate behaviour online outside of school may be followed up in school in line with our school rules and behaviour policy
- I know that I cannot wear a Smartwatch at school or bring in any of my own internet enabled devices
- If, for any reason, I need to bring my mobile phone into school, I know I need to have agreed to the mobile phone policy and that my phone is to be handed in to my class-teacher / TA at the start of the day and then collected at the end of the school day.

## **Tell**

- If I am aware of anyone being unsafe with technology, then I will report it to a teacher
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel uncomfortable, upset, worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset, then I will minimise the page and tell an adult straight away
- I know it is not my fault if I see or someone sends me something bad online.