

Lunsford Primary School

Key Stage 2 Acceptable Use Policy

2025 - 2026



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 will be kind and respectful online, just like I am in school.
- I only send messages which are polite and friendly.
- I will only share pictures or videos online if they are safe, kind, and I have asked for permission first.
- I will only click on links if a trusted adult says they are safe.
- I know that people online might not be who they say they are. I will only chat with people I know or who a trusted adult says are safe.
- If someone online asks to meet me, I will tell a trusted adult straight away.

Learning

- I always ask permission from an adult before using the internet.
- I only use websites, tools and/or search engines that my teacher has chosen or given me permission to use.
- I use school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the same rules in this policy.

Trust

- I know that some things or people online might not be honest or truthful.
- If I'm not sure something online is true, I will check with other websites, books, or ask a trusted adult.
- I always credit the person or source that created any work, images, or text I use.
- I will use Artificial Intelligence (AI) tools safely and sensibly. I won't use them to cheat, copy other people's work, or say anything unkind. I know that AI tools can sometimes make mistakes. I will only use them when a teacher or trusted adult says it's okay.

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 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

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. This means someone at the school may be able to see and/or check my online activity when I use school devices or accounts if they are worried about my or anyone else's safety or behaviour.
- I have read and talked about these rules with my parents/carers
- I can visit www.lunsford.kent.sch.uk, www.ceopeducation.co.uk, and 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
- (Year 5 and 6 only) 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 something upsetting or unkind online.
- If I'm not sure about something online, I will talk to a trusted adult.