Part of the Slough and East Berkshire CofE Multi Academy Trust

Lynch Hill School Primary Academy

Acceptable Use of the Internet and Technology Agreement

We Aim High, Work Hard, Care Deeply

Member of Staff Responsible	Mrs L. Tomlinson and Miss A Okyere
Position	Headteacher and Assistant Headteacher
Reviewed	January 2026
Date of next review	January 2028

Pupils' Acceptable Use Agreement (Pupils and Parents/Carers)

The digital world plays an increasingly important role in pupils' education, communication, and everyday life. Technology and the Internet provide valuable opportunities for learning, creativity, and collaboration, but they also present risks if not used safely and responsibly. It is essential that pupils are taught how to navigate digital spaces appropriately, protect their personal information, and treat others with respect online. By developing these skills from an early age, schools help pupils become confident, responsible digital citizens who can use technology positively and safely both now and in the future. We believe our pupils should have an entitlement to safe internet access.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk
- That parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour

Lynch Hill School Primary Academy will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to be responsible users and be supported by their parents/carers.

Parents and pupils must read and agree to the statements below:

As a child, I know how to stay safe when using technology in school.

- I use technology with an adult's permission, for school work only
- I always use the devices sensibly. I look after the school's devices and tell a teacher straight away if something is broken or not working properly
- I only use websites that an adult has chosen or allowed me to use
- I always talk to an adult immediately if I click on an unfamiliar website by mistake or find anything that may worry, upset and harm me as well as my friends
- I am kind to others online and will not upset or be rude to them – I only send messages that are polite and friendly
- I keep my personal information, including passwords, name, address or telephone number, safe and private online and do not share them
- I always access my account only – I will not login to an account using someone else's details and/or change their files or information
- I will not change the settings on any device
- I know the school can monitor everything I do on any device and online
- I know that not everything or everyone online is honest or truthful and will check content on other sources with a trusted adult
- I will not open any attachments in emails, or follow any links in emails, without first checking with a teacher

- I will always be **SMART** online. **SMART** means:
    - **S**afe **–** Keep my personal information safe
    - **M**eet - If someone I only know online ever asks me to meet up, for personal information or for photos/videos of you then I will tell an adult straight away and report them together on www.thinkuknow.co.uk
    - **A**ccept - Think carefully before I click on or open something online (e.g. links, adverts, friend requests, photos). I will not accept something if I am unsure of who the person is or what they have sent me.
    - **R**eliable - I cannot trust everything I see online as some things can be out of date, inaccurate or not entirely true.
    - **T**ell - Tell a trusted adult if something or someone ever makes me feel upset, worried or confused.

If I bring a personal mobile phone or other personal electronic device into school:

- I will give it to my teacher at the start of the day and only use it off-site. I will ensure it is not left in my bag / locker but, instead, handed over promptly
- I will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online nor share any of the content of my phone with my peers
- I will not take photos or videos with my personal device when I am on the school's premises.

As a parent/carer,

I recognise that technology and the Internet are an important part of my child's learning and development. I understand that the school provides access to ICT systems, including computers, tablets, and online learning platforms, and I agree to help my child use these safely and responsibly.

I will:

- Support my child in following the school's expectations for using ICT and the internet
- Talk to my child about staying safe online and using technology responsibly
- Ensure my child does not share personal information online without permission
- Monitor and supervise my child's use of the internet and digital technology at home
- Communicate with the school about any online safety concerns or incidents involving my child

I understand that:

- The school uses filtering, monitoring, and security measures to protect pupils, but no system can guarantee complete protection from all online risks
- My child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement
- My child will use online platforms and digital resources as part of their education
- There may be consequences if my child does not follow the school's ICT safety rules