

KS1 - Our Acceptable Use Policy

The purpose of this Acceptable Use Policy is to ensure that all students in Key Stage One (KS1) at Frome Vale Academy understand and follow the guidelines for the safe, responsible, and effective use of technology resources.

This policy applies to all technology devices, systems, and networks provided by and/or located within the school.

Respect for Others:

- a) Treat others with kindness, respect, and empathy when using technology.
- b) Do not use technology to bully, harass, or intimidate others.
- c) Do not access, send, or display inappropriate or offensive material.
- d) Report any cyberbullying or suspicious online activities to a teacher / trusted adult immediately.
- e) Do not touch or use another child's device, whilst they are logged in.

Personal Information:

- a) Do not share personal information, such as your full name, address, phone number, or school name, online.
- b) Do not share passwords or login details with anyone.
- c) Be careful when interacting with strangers online and avoid meeting them in person.

Responsible Use:

- a) Ask a teacher or a trusted adult to access content or software on a digital device.
- b) Use technology devices and resources only for educational purposes as directed.
- c) Do not download or install software, apps, or files without permission.
- d) Handle technology equipment with care and report any damage.
- e) Save and store work in designated areas or folders as instructed.
- f) Seek help from the teacher or a trusted adult if I am not sure what to do, or if I think I have done something wrong.

Online Communication:

- a) Use appropriate and respectful language when communicating online.
- b) Do not engage in personal or private conversations without permission from a teacher or trusted adult.
- c) Be mindful of your tone and language while commenting on online platforms.
- d) Do not share or forward any confidential or inappropriate messages, images, or videos.

Internet Safety:

- a) Only access websites and online content approved by the teacher or trusted adult.
- b) Do not attempt to bypass web filters or access blocked websites.
- c) Report any accidental or intentional exposure to inappropriate content to a teacher or trusted adult immediately.
- d) Inform a teacher or trusted adult if content seen is upsetting, concerning or inappropriate.
- e) Understand and follow the school's guidelines for safe online behaviour.
- f) Be aware that not all information on the internet is accurate and this may need questioning.

Security and Privacy:

- a) Do not attempt to gain unauthorised access to computer systems, networks, or files.
- b) Report any security issues or concerns to a teacher or trusted adult.

- c) Respect the privacy of others and do not share or distribute personal or private information without permission.

Technology and school:

- a) Personal devices require the consent of a teacher, prior to being on the premises of school grounds.
- b) Aware of the school's rules on the storage and access of any personal devices which are within school grounds.
- c) Know that school can access and monitor my computer usage, including all services and software applications, such as Outlook, Microsoft Teams, and previous search history.

In order to maintain a safe and respectful digital environment, it is important that we all adhere to this policy. In situations where this policy is not followed, I understand that appropriate actions may be taken, such as temporary restrictions on technology usage, extra guidance and support, informing your parents or guardians, or involving the necessary authorities.

Name _____

Date _____

Year group _____