

KS2 - Our Acceptable Use Policy

The purpose of this Acceptable Use Policy is to ensure that all students in Key Stage Two (KS2) at Frome Vale Academy understand and adhere to appropriate 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) Recognise the impact of my words and actions online, considering the effect on others.
- d) Do not access, send, or display inappropriate or offensive material.
- e) Be mindful of cultural and individual differences when engaging with others online.
- f) Report any cyberbullying or suspicious online activities to a teacher or trusted adult immediately.
- g) Do not tamper with another child's device, whilst they are logged in.

Personal Information:

- a) Understand the importance of protecting your personal information online.
- b) Seek permission from a teacher or trusted adult before sharing personal information online.
- c) Be cautious when interacting with others online and avoid sharing personal information with strangers.
- d) Recognise the potential consequences of sharing personal information online without permission.

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) Take care of technology equipment and report any damage or malfunctions promptly.
- e) Understand the importance of managing and organising your digital files and information effectively.
- 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. Communicate online with respect, empathy, and consideration for others' feelings.
- b. Seek permission from a teacher or trusted adult before engaging in personal or private conversations online.
- c. Think before posting or commenting online and consider the potential impact of your words.
- d. Understand the difference between appropriate and inappropriate online communication.
- e. 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) Understand the importance of protecting computer systems, networks, and personal information.
- b) Recognise that attempting to gain unauthorized access to systems or files is against the rules.
- c) Report any security issues or concerns to a teacher or trusted adult, ensuring the safety of the school's technology resources.
- d) Respect the privacy of others and refrain from sharing or distributing personal or private information without permission.

Technology and school:

- a) Personal devices and mobile phones 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 and mobile phones, 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 _____