



Offham Primary School

Acceptable Use of Technology Policy KS2

(Kent LADO Education Services 2025-2026 Template)

I understand that the school/setting 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 know that I cannot use my own personal smart devices and/or mobile phone at school.
- 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 only use school devices if I have been given permission.
- 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 keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a teacher has allowed me to.

Tell

- If I see anything online that makes me feel worried or upset, I will close the lid or turn off the screen and tell an adult immediately.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher/adult at school/setting.
- I know it is not my fault if I see something upsetting or unkind online.
- If I'm not sure about something online or it makes me feel worried or scared, I will talk to a trusted adult.

Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school owned devices and networks are checked/monitored to help keep me safe, even if I use them at home. This means someone at the school is able to see and/or check my online activity when I use school/setting devices and/or networks if they are worried about my or anyone else's safety or behaviour.
- I know in Year 5 and Year 6 I can bring in my mobile phone. I know I must turn it off before coming on site and put in the mobile box in my classroom that will be locked away. Then my teacher will return my phone at the end of the day and I can switch it on after leaving the school.
- I have read and talked about these rules with my parents/carers.
- I can visit www.ceopeducation.co.uk and www.childline.org.uk to learn more about being safe online or to see help.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- If I get unpleasant, rude, or bullying emails or messages on school or personal devices, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.

I have read and understood the acceptable use policy

Name:

Class:

Date: