Victory Heights Primary School
City of Arabia
Responsible Use Policy

Version Date: September 2025

Last review date: September 2025

Next review date: August 2027
Responsible SLT: Head of Digital Innovation

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Equal Opportunities Statement

Victory Heights Primary School City of Arabia is committed to ensuring all students have safe and equitable access to technology, while respecting individual learning needs, backgrounds, and capabilities. All students receive age-appropriate guidance and support in becoming responsible digital citizens.

Aim of the Policy

To ensure that all students at Victory Heights Primary School City of Arabia use technology safely, respectfully, and responsibly—both in school and at home. This policy supports the development of digital citizenship and reinforces our school values through the responsible use of ICT.

Scope

This policy applies to all students using school-provided or personal devices (e.g., Chromebooks, iPads, or home devices used for school-related purposes). It includes use of school platforms such as Google Workspace, educational apps, and all internet-connected tools.

Policy Statement

Technology is used across the curriculum to enhance creativity, collaboration, and independent learning. This Responsible Use Policy (RUP) outlines clear expectations for behaviour and safeguards to help students navigate the digital world with care and confidence.

The RUP is relevant both for use in school and at home when accessing school platforms or using devices for schoolwork.

As outlined in the school's Personal Devices Policy, only school-permitted devices are to be used during the school day. Further information on the classification of approved devices and guidelines for requesting exceptions can be found in that policy.

For more information see the Personal Devices Policy

Student Agreement

As a student at VHPS-COA, I agree to:

- Use technology to build friendships and community, not to isolate, offend, hurt, or embarrass others.
- Think carefully before posting or sharing any content.
- Communicate in a respectful, kind, and helpful manner.
- Use all ICT equipment with care and respect.
- Report any content (including videos or images) that makes me feel uncomfortable or unsafe.
- Never pretend to be someone else when online.
- Give credit when using information, images, or ideas that are not my own.
- Only access my own accounts (e.g., TTRockstars, Spelling Shed, Google Apps).
- Understand that adults at home and school can check the content of my Google Drive and other devices at any time.
- Keep myself safe by following the S.M.A.R.T. guidelines for internet safety.
- Keep my passwords secret.
- Only search for, create, or share information that is appropriate and relevant.
- Use electronic communication (email, messaging, comments) only when necessary for learning.
- Understand that technology at school is for learning—not for gaming, private messaging, or unrelated activities.

Digital Citizenship Education

All students receive regular teaching on:

- E-Safety
- Cyberbullying awareness and prevention
- Respectful digital communication
- Digital footprint and privacy

These topics are covered through class lessons, ICT sessions, assemblies, and occasional workshops with external providers.

Parental Involvement

Parents and guardians play an important role in supporting their child's safe and responsible use of technology. They are encouraged to:

- Reinforce the expectations outlined in this policy at home.
- Monitor their child's use of devices, apps, and online platforms.
- Encourage open conversations about digital behaviour and safety.

- Contact the school if they have concerns or questions about their child's online interactions

Staff Training and CPD

Teachers will regularly update their knowledge and understanding of responsible use of ICT for students through the National Online Safety CPD programme. This ensures staff are equipped to model and reinforce best practices in digital citizenship, safety, and appropriate online behaviour.

Monitoring and Compliance

The implementation and effectiveness of this policy will be monitored regularly in line with the Policy Review Policy. Updates and changes will be documented in the Version Control Table to ensure transparency and continuous improvement.

Version Control Table

Policy Title: Responsible Use Policy
Policy Owner: Head of Digital Innovation
Last Approved By: Primary Leadership Team

Version Number	Date Approved	Approved By	Changes Made	Next Review Date
1.0	September 2025	PLT	Policy rewrite	August 2027