



Victory Heights Primary School

ICT Responsible Use Policy

The use of technology at Victory Heights Primary School is encouraged as a tool to facilitate learning. It helps our students with creative problem solving, information fluency and collaboration. When our children use ICT equipment we want them to be safe, legal and responsible digital citizens. This Responsible Use Policy (hereafter referred to as the RUP) supports our goals and visions in this regard and ensures that our students have a strong sense of digital citizenship.

The RUP is designed to encompass **both the use of technology within school and also at home.**

As a student,

- ★ I will use technology to build friendships and communities; not to isolate, offend, hurt or embarrass others.
- ★ I will carefully consider all of the content I post.
- ★ I will communicate in a respectful and helpful way.
- ★ I will use all equipment with due care and respect.
- ★ I will protect myself and others by reporting messages content (such as videos and images) that makes me feel uncomfortable.
- ★ I will not pretend to be someone else when I am online.
- ★ I will give credit to others when I use information that I have not created myself.
- ★ I will only access my own personal accounts (such as whizz.com, Bug Club and Google Apps) and not the accounts of others.
- ★ I understand that adults both at school and home can check the content of my computer, Google Drive account and other electronic devices at any time..
- ★ I will keep myself safe by following the S.M.A.R.T. guidelines for internet safety.
- ★ I will keep my passwords secret.
- ★ I will only search for, create and share information that is appropriate.
- ★ I will only use electronic communication when there is a clear need and purpose for doing so.
- ★ I understand that the use of technology in school is designed to help me learn and should not be used for other purposes

All children at Victory Heights Primary School receive e-Safety, digital citizenship and cyberbullying education through a variety of means; in their class, in specialist ICT lessons, in assemblies and from time to time visits from external providers.

As a parent, I will

- ★ Be aware of and monitor what my child is doing when using technology.
- ★ Establish appropriate guidelines and boundaries for the use of technology at home.
- ★ Be aware of the health implications that can arise from excessive use of technology, and ensure that my child takes 'screen breaks'.
- ★ Communicate and/or seek advice from the school where needed.
- ★ Support my children in being responsible digital citizens.
- ★ Ensure that I do not name any member of staff of Victory Heights Primary School when using the internet (including, but not limited to, social media, forums and websites)

At the beginning of every academic year, Victory Heights Primary School will provide parent workshops to give useful and practical tips in supporting your child's use of the internet at home, ensuring that they are both responsible and safe users of technology.

Signed

Pupil

Date

Parents

Principal
