



Visitor / Volunteer / Governor Acceptable Use Policy 2023

As a professional organisation with responsibility for children's safeguarding it is important that we take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. We have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that guests are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and guests are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with Data Protection legislation, including GDPR. Any data which is being removed from the school site, such as via email or on memory sticks or CDs, will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always reflect parental consent.
- I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
- I will follow the school's policy regarding confidentiality, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
- My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny. Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead / Headteacher.
Governors only - All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via personal email, social networking or mobile phones.
- My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law.
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
- I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Leader for my school.
- I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead as soon as possible.
- I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Visitor / Volunteer / Governor Acceptable Use Policy.

Signed: Print Name: Date: