

Acceptable use policy for visitors – February 2017

As a visitor to the school I recognise that it is my responsibility to follow school online safety advice and that I have a responsibility to ask if I am not sure of a procedure.

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

- 1) I understand that Information Systems and ICT include not only the schools computers, but also any personally owned equipment such as a phone or table
 - a) Visitor mobile phones will never be used for any reason when children are present
 - b) Cameras on personal phones or tablets will not be used to take pictures of children in any circumstances.
- 2) Social Media.
 - a) Pupils and their families have a reasonable expectation of privacy so I confirm that I will not publish or share any information I have obtained whilst working in the school on any personal website, blog, social networking site or through any other means, unless I have written permission from the Headteacher.
 - b) I will not communicate with pupils or ex-pupils under the age of 18 using social media without the express written permission of the Headteacher
 - c) I will not give my personal contact details such as email address, mobile phone number, IM account details to any pupil or parent in the school. Contact will always be through a school approved route. I will not arrange to VC or use a web camera with pupils unless specific permission is given
- 3) While in the school my use of ICT and information systems will always be compatible with the ethos of the school, and if I am any doubt I will check this with a member of staff.
- 4) I understand that I have a duty of care to ensure that students in school use all forms of electronic equipment and devices safely and should report any inappropriate usage to a senior member of staff.
- 5) Visitors are requested not to contact a parent of a child directly, but to go through the schools official channels.
- 6) School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

Name.....

Signed.....

Date