



## St Leonard's Church of England Primary School

# Acceptable Use Policy (AUP) for VISITORS, CONTRACTORS and OUTSIDE AGENCIES

### Background

We ask all children, young people and adults involved in the life of St Leonard's Church of England Primary School to sign an Acceptable Use\* Policy (AUP) to outline how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

### What Am I Agreeing Too?

1. I understand that any activity on a school device or using school networks, platforms, internet and logins may be captured by one of the school's systems security, monitoring and filtering systems and/or viewed by an appropriate member of staff.
2. I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.
3. I will leave my phone in my pocket and turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or pupils/students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission of the headteacher (this may be delegated to other staff) and it will be done in the presence of a member staff.
4. If I am given access to school-owned devices, networks, cloud platforms or other technology:
  - I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
  - I will not attempt to access any pupil / staff / general school data unless expressly instructed to do so as part of my role
  - I will not attempt to make contact with any pupils/students or to gain any contact details under any circumstances
  - I will protect my username/password and notify the school of any concerns
  - I will abide by the terms of the school Data Protection Policy and GDPR protections
5. I will not share any information about the school or members of its community that I gain as a result of my visit in any way or on any platform except where relevant to the purpose of my visit and agreed in advance with the school.
6. I will not reveal any new information on social media or in private which shows the school in a bad light or could be perceived to do so.

"Still other seed fell on good soil, where it produced a crop--a hundred, sixty or thirty times what was sown." Matthew 13:8



7. I will not do or say anything to undermine the positive online-safety messages that the school disseminates to pupils/students and will not give any advice on online-safety issues unless this is the purpose of my visit and this is pre-agreed by the school. NB – if this is the case, the school will ask me to complete Annex A and consider Annex B of [‘Using External Visitors to Support Online Safety’](#) from the UK Council for Child Internet Safety (UKCIS).
8. I will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult).
9. I will only use any technology during my visit, whether provided by the school or my personal/work devices, including offline or using mobile data, for professional purposes and/or those linked to my visit and agreed in advance. I will not view material which is or could be perceived to be inappropriate for children or an educational setting.



I have read, understood and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read and understand the school’s most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_