Sidcot Acceptable Use Policy (Visitor) Policy 12.5

Sidcot School Digital Technology Acceptable Use Policy (AUP)

This Policy must be signed by relevant visitors as part of their visitor induction, where they intend to use digital technology during their visit to the School.

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

I understand that the following is not an exhaustive list of School requirements, and that Digital Technology use must be consistent with the School Digital Safety and Security policies (12.1 and 12.2), with the School ethos, safeguarding policy and the law.

- I understand that Digital Technology includes not only the School's computers, but also any personally owned equipment such as a phone or tablet.

- **Mobile Phones**

    o Visitor mobile phones will only be used in appropriate areas e.g. outside of classrooms

   Images

    o Cameras including those on personal phones or tablets will not be used to take pictures of children without consent of a member of the Senior Management Team, or in accordance with the guidelines pertaining to the Media in accordance with policy 12.1.

- **Social Media.**

    o I accept that students, staff and their families have a reasonable expectation of privacy, and 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 School.

- I will not communicate with students or former students using social media, without the express written permission of the School.

- I will not give my personal contact details such as email address, mobile phone number, messenger account details to any student or parent in the school. Contact will always be through a school approved route. I will not arrange to use a web camera with students (e.g. Skype) unless specific written permission is given.

- Whilst in the School my use of the information systems will always be compatible with the ethos of the School, and if I am in any doubt I will check this with a member of staff.

- 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 will report any inappropriate usage to a member of staff**.**

- I understand that visitors are requested not to contact a parent of a child directly, but to go through the School's official channels.

- 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.

I understand that any misuse of the School's system may result in me being asked to leave the School's premises and to delete any relevant images. I understand that should there be grounds to suspect illegal activity or child protection concerns, that contact with be made by the School with the Police and any other relevant agency.

As a user of School Digital Technology **equipment I have read and understood the above Acceptable Use Policy and am familiar with the requirements of policies 12.1 and 12.2.**

Name …………………………………… **Signed** …………………………………….…..…..

Appointment ………………………………… **Date:** ……………..…...………….………...............