



Acceptable Use Policy for Visitors and Community Users

As a user of the school's computers I recognise that it is my responsibility to follow school procedures for the safe use of computers and that I have a responsibility to ask for advice if I am not sure of a procedure.

I confirm that I will use all means of electronic communication equipment belonging to the school and any personal devices which I bring into school in a responsible manner and in accordance with the following guidelines:

I will only use the school computers for purposes related to the work I am completing in the school

I will not use a personal device I have brought into school for any activity which might be considered inappropriate in a school

I will not use my personal mobile phone or other electronic equipment to photograph or video pupils

I will not publish photographs or videos of pupils without the knowledge and agreement of the school and the pupils

I will not give any personal contact details such as email address, mobile phone number or social media details to any pupil in the school

I will not arrange to video conference or use a web camera with pupils unless specific permission is given by the school

I will take all reasonable steps to ensure the safety and security of school IT equipment, including ensuring that any personal devices or memory devices are fully virus protected and that protection is kept up to date

I will report any accidental access to material which might be considered unacceptable immediately to a senior member of staff and ensure it is recorded

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 permission from the school

I understand that the school has the right to examine or delete any files that may be held on its computer system, to monitor any websites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence

I understand that by not following these rules my use of school facilities may be withdrawn

Name.....

Signed.....

Date.....