



St Mary's C of E Primary School Visitor Acceptable Use Policy – Autumn 2018

I agree to follow this code of conduct and to support the safe use of ICT throughout the school:

- I understand that I have been given use of the school internet and/or school Computing systems in order to carry out a specific job for the school.
- I understand that it is a criminal offence to use a school Computing system for a purpose not permitted by its owner.
- I appreciate that Computing includes a wide range of systems, including mobile phones, tablets, digital cameras, email, social networking and that Computing use may also include personal devices when used for school business.
- I understand that school information systems may not be used for private purposes without specific permission from the head teacher.
- I will only take images of pupils and/or staff for professional purposes in line with school policy. I will not distribute images outside the school network.
- I will not use my personal equipment to take images or videos of children and/ or staff.
- I will ensure all images and videos are immediately uploaded to the school's secure system and then deleted from the media used.
- I will only use the school's email, internet and any related technologies for the purpose for which I have been given access.
- I will ensure I lock the computer when leaving the room to ensure personal data cannot be accessed.
- I will comply with the Computing system security and not disclose any passwords provided to me by the school or other related authorities.
- I will not install any hardware or software without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst using the school Computing systems.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to the head teacher or my employer.
- I will report any incidents of concern regarding children's safety to the Online Safety Coordinator, the Designated Safeguarding Lead or head teacher.
- I understand that if I disregard any of the above then it will be reported to my employer and serious infringements may be referred to the police.

Full Name: _____

Company: _____

Signature: _____

Date: _____