

Background

We ask all children, young people and adults involved in the life of Cavendish Close Infant and Nursery School to sign an Acceptable Use Policy (AUP), which outlines 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.

Visitors and contractors are asked to sign this document before they are allowed access to the school or its pupils. **If you are in any doubt or have questions, please ask the Designated Safeguarding Lead (DSL), Mrs C Diffin.**

Further details of our approach to online safety can be found in the overall school Online Safety Policy.

If you have any questions during your visit, please ask the person accompanying you (if appropriate) or a member of the office team.

If questions arise after your visit, please contact the school office.

What am I agreeing to?

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, 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 bag or pocket and turned off or on silent.** 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. 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 of 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 or to gain any contact details under any circumstances.
 - I will protect my username and password and notify the school of any concerns.
 - I will abide by the terms of the school Data Protection Policy and GDPR protections.
 - I understand that my online activity will be subject to the school's filtering and monitoring systems, and that any attempts to access content which is illegal or inappropriate for a school setting, may result in further action as per the safeguarding procedures and may result in termination of contract.

Cavendish Close Infant and Nursery School Acceptable Use Policy (AUP) for VISITORS & CONTRACTORS

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.
7. I will not do or say anything to undermine the positive online-safety messages that the school disseminates to pupils 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.
8. **I will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (Mrs C Diffin, Headteacher).**
9. I will only use technology during my visit, whether provided by the school or my personal/work devices, including offline or using mobile data, for professional purposes. I will not view material which is or could be perceived to be inappropriate for children or an educational setting.

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To be completed by the visitor/contractor:

I have read, understood and agreed to this policy.

Signature/s: \_\_\_\_\_

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

Organisation: \_\_\_\_\_

Visiting / accompanied by: \_\_\_\_\_

Date / time: \_\_\_\_\_

To be completed by the school (only when exceptions apply):

Exceptions to the above policy: \_\_\_\_\_

Name / role / date / time: \_\_\_\_\_