Acceptable Use Policy for Temporary or Supply Staff and Visitors to School

As a visitor to the school I recognise that it is my responsibility to follow school procedures 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 electronic communication equipment provided by the school, and any personal devices which I bring into in school, in a responsible manner and in accordance with the following guidelines:

I will only use the school network for the purpose I have been given access, related to the work I am completing in the school.

I will not use a personal computer I have brought into school for any activity which might be considered inappropriate in the 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 or the pupils concerned.

I will not give my personal contact details such as email address, mobile phone number, or social media details to any pupil or parent in the school. Contact will always be through a school approved route. I will not arrange to communicate online or use a web camera with pupils unless specific permission is given.

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 I use are fully virus protected and that protection is kept up to date.

I will only use my personal mobile phone during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager.

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.

If I have access to any confidential school information, pupil information or data it will only be removed from the school site with permission and if so, it will be carried on a device which is encrypted or protected with a strong password.

I will report immediately any accidental loss of personal or sensitive information to a senior member of staff so that appropriate action can be taken.

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 should report any inappropriate usage to a senior member of staff.

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 internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.

I understand that by not following these rules I may be subject to disciplinary procedures

Name.....

Signed.....

Date……