Acceptable Use Policy (AUP) for
Visitors

Background

We ask all children, young people and adults involved in the life of The Priory 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.

Many of these rules are common sense – if you are in any doubt or have questions, please ask.
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, you can ask the person accompanying you (if appropriate) and/or the **Support Services Manager, Mrs Brown.**

If questions arise after my visit, I will ask the school's **Online Safety Champion, Mr Paul Ruffle**.

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, including tutoring session, 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 online communication with a pupil.

3. **I will leave my phone in my pocket and turned to 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/students. 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 the Support Services Manager or Site Manager or Deputy Headteacher)* and it will be done in the presence of a member staff.

4. If I am given access to school-owned devices, networks, cloud platforms or other technology:

- o I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
- o I will not attempt to access any pupil / staff / general school data unless expressly instructed to do so as part of my role
- o I will not attempt to make contact with any pupils/students or to gain any contact details under any circumstances
- o I will protect my username/password and notify the school of any concerns
- o I will abide by the terms of the school Data Protection Policy

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 report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult).

7. I will only use any technology during my visit, whether provided by the school or my personal/work devices, including offline or using mobile data, for professional purposes and/or those linked to my visit and agreed in advance. I will not view material which is or could be perceived to be inappropriate for children or an educational setting.

8. I will not record and otherwise film any virtual/face to face meeting or information workshop with school staff e.g. parent consultation without the express permission of all concerned.