St Botolph's Church of England Primary School
Visitor and Volunteer Acceptable Use Policy

What is this document?
We ask all pupils and adults involved in the life of St Botolph's Church of England Primary 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 volunteers are asked to sign this document before they are allowed access to the school. Many of these rules are common sense – if you are in any doubt or have questions, please ask.

Where can I find more information?
Further details of our approach to online safety can be found in the overall school E-safety Policy (can be viewed on the school website). If I have any questions during my visit, I will ask the person accompanying me (if appropriate) or the Online Safety Lead (Mrs Claire Atkinson)/Designated Safeguarding Lead (Mrs Debbie Wilson).

What am I agreeing to?
1. I understand that any activity on a school device or using school networks/platforms/internet 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. Under no circumstances will I use a mobile phone (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 and it will be done in the presence of a member staff.
3. 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
4. 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.
5. I will not reveal any information on social media or in private regarding the school.
6. I will not do or say anything to undermine the positive online-safety messages that the school disseminates to pupils/students 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.
7. I will only use any technology during my visit, whether provided by the school or my personal/work devices, including offline, using mobile data or the guest wifi, for professional purposes and/or those linked to my visit. I will not view material which is or could be perceived to be inappropriate for children or an educational setting.

To be completed by the visitor/volunteer
I have read, understood and agreed to this policy.

Signature: _____

Name: _____

Date: _____