

## **Visitors, Volunteers and Contractors Acceptable Use of Technology Policy**

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology. This AUP will help Claremont ensure that all visitors and volunteers understand the school's expectations regarding safe and responsible technology use.

### **Policy Scope**

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Claremont both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and communication technologies.
2. I understand that Claremont's AUP should be read and followed.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### **Data and Image Use**

4. I understand that I am not allowed to take images or videos of pupils.

### **Classroom Practice**

5. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of pupils, as outlined in the school online safety policy.
6. I will support teachers in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children I am supporting.
7. I will immediately report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the Designated Safeguarding Lead (DSL) (Clare Smith) in line with the school child protection policy.
8. Where I deliver or support remote learning, I will comply with the school's remote learning AUP.
9. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content and if videos, images, text or music is protected, I will not copy, share, distribute or use it.

### **Use of Mobile Devices and Smart Technology**

10. I have read and understood the school online safety policy which covers expectations regarding use of social media, mobile devices and smart technology.

## Online Communication, including the Use of Social Media

11. I will ensure that my online reputation and use of technology and is compatible with my role within the school. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
  - I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.
  - I will take appropriate steps to protect myself online.
  - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in according with the school's code of conduct, online safety policy and within the law.
12. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via school approved communication channels such as via a school provided email address, account or telephone number.
  - Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
  - Any pre-existing relationships or situations that may compromise this will be discussed with the DSL (Clare Smith) or the Headteacher.
13. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead (Clare Smith) or the headteacher.
14. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
15. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.
17. I understand that the school may exercise its right to monitor the use of school information systems, including internet access and the interception of emails to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
18. I will report and record concerns about the welfare, safety or behaviour of pupils or parents/carers to the Designated Safeguarding Lead (Clare Smith) in line with the school child protection policy.
19. I will report concerns about the welfare, safety or behaviour of staff to the headteacher, in line with the whistleblowing policy.

- 20. I understand that is the school believes that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
  
- 21. I understand that if the school suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Claremont’s visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: .....

Signed: .....

Date (DDMMYY).....