

Acceptable Use Policy for visitors to Slade Primary School

As a visitor to the school I recognise that it is my responsibility to follow school E-Safety 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 in conflict with my presence 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, IM account details to any pupil or parent in the school. Contact will always be through a school approved route. I will not arrange to video chat 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 ICT 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 senior management
- I will report any accidental access to material which might be considered unacceptable (e.g personal information about a child or staff in line with e-safety procedures) 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 confidential 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 may monitor or check my use of ICT equipment and electronic communications.

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

The Arthur Terry Learning Partnership, a charitable company limited by guarantee, registered in England and Wales, company number 07730920, Registered Office: The Arthur Terry School, Kittoe Road, Four Oaks, Sutton Coldfield, West Midlands, B74 4RZ

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