



# **I.T. ACCEPTABLE USE POLICY FOR Visitors and Volunteers**

## **St John's Catholic Comprehensive School**

### **OUR MISSION STATEMENT**

**Excellence for all.  
Service to others.  
Inspired by Christ.**

**This Policy was adopted by the Strategy Team**

***Owner: K. Bartholomew***

***Quality Assured: D. Walton***

**Date: November 2024**

**Next review date: November 2025**

# Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology. This AUP will help St John's Catholic Comprehensive school ensure that all visitors and volunteers understand the school 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, either provided to me by the school or accessed by me as part of my role within St John's Catholic Comprehensive school, professionally and personally. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that St John's Catholic Comprehensive school AUP should be read and followed in line with the school staff code of conduct.
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.
4. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material or adult pornography covered by the Obscene Publications Act.
5. 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.
6. 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.

## Data and image use

7. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including UK GDPR.

## **Classroom practice**

8. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of pupils.
9. I will support and reinforce safe behaviour whenever technology is used on site and I will promote online safety with the pupils in my care.
10. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the school community, I will report this to the DSL (Mrs Kelham) or Network manager (Mr Reynolds) immediately.
11. 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, or distribute or use it.

## **Use of mobile devices and smart technology**

12. I will ensure that my use of mobile devices and smart technology is compatible with my role and takes place in line with the school mobile technology policy, staff code of conduct, and the law.

## **Online communication, including the use of social media**

13. 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 take appropriate steps to protect myself online
  - I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.
  - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school code of conduct and the law.
14. 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 my ability to comply with this will be discussed with the DSL (Mrs Kelham)

and/or headteacher (Mr Barron) and/or Associate headteacher (Mr Walton)

### **Policy compliance, breaches or concerns**

15. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Designated Safeguarding Lead (Mrs Kelham) and/or the headteacher (Mr Barron) and/or Associate headteacher (Mr Walton).
16. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of pupils and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
17. I will report and record concerns about the welfare, safety or behaviour of students or parents/carers online to the Designated Safeguarding Lead (Mrs Kelham) in line with the school child protection policy.
18. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher (Mr Barron), or Associate Headteacher in the absence of the headteacher (Mr Walton), in line with the allegations against staff policy.
19. I understand that if 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.
20. 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 St John's Catholic Comprehensive School 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: .....