



Acceptable Use Policy (AUP) for

VISITORS AND CONTRACTORS

We ask all children, young people and adults at Woodlands 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 (both when on school site and outside of school).

This AUP is reviewed annually, visitors will be asked to sign it upon entry to the school and every time changes are made.

All staff (including support staff), governors and volunteers have particular legal / professional obligations, and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy.

All staff, governors and volunteers should read Woodlands Primary School's full Online Safety Policy for more detail on procedures for online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

If you have any questions about this AUP or our approach to online safety, please speak to Mr Watkins, Mrs Brain or a member of the Designated Safeguarding Leadership team.

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 communication with a pupil.
3. I will leave my phone in my pocket, turned off. Under no circumstances will I use it (or any 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 other staff) and it will be done in the presence of a member of staff.
4. If I am given access to school-owned devices, networks, cloud platforms or other technology: I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
5. I will not attempt to access any pupil / staff / general school data unless expressly instructed to do so as part of my role
6. I will not attempt to make contact with any pupils/students or to gain any contact details under any circumstances
7. I will protect my username/password and notify the school of any concerns
8. I will abide by the terms of the school Data Protection Policy and GDPR protections



9. 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.
10. I will not reveal any new information on social media or in private which shows the school in a negative light or could be perceived to do so.
11. I will not do or say anything to undermine the positive online-safety messages that the school disseminates to pupils 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. NB – if this is the case, the school will ask me to complete Annex A and consider Annex B of 'Using External Visitors to Support Online Safety' from the UK Council for Child Internet Safety (UKCIS). (See ~~~Computing~~~ folder)
12. 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).
13. 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.

To be completed by the visitor/contractor:

I have read, understood and agreed to this policy.

Signature/s: _____

Name: _____

Organisation: _____

Visiting / accompanied by: _____

Date / time: _____

To be completed by the school (only when exceptions apply):

Exceptions to the above policy: _____

Name / role / date / time: _____