



Rusthall St Paul's CE Primary School 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 Rusthall St Paul's CE Primary School 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 Rusthall St Paul's CE Primary School, 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, remote learning systems and communication technologies.
2. I understand that Rusthall St Paul's CE Primary 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 code of conduct and safeguarding policies, national and local education and child protection guidance, and the law.

Data and image use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. I understand that I am not allowed to take images or videos of pupils without permission from the Acting Executive Headteacher/Acting Heads of School. If permission is granted, any images or videos of pupils will only be taken in line with the school image use policy which can be found on the [school website](#).

Classroom practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of pupils, and evaluation of websites, tools and apps before use in the classroom or recommending for home learning. For more

information see Section 7.1 of our school Online Safety Policy which can be found on the [school website](#).

7. Where I deliver or support remote/online learning, I will comply with the school remote/online learning AUP.
8. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the pupils in my care.
9. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (Lucy Hayward) or a deputy DSL (Sandra Sheldrake, Laura Foster, John Tutt) in line with the school online safety policy.
10. 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

11. In line with the mobile and smart technology sections of the school online safety policy, I understand that...
 - Mobile phones and personal/smart devices are only permitted to be used in the school office waiting area, unless permission is granted by the Acting Executive Headteacher or one of the Acting Heads of School for use for a specific purpose, for example as part of multi-agency working arrangements.
 - Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our staff acceptable use of technology policy and other associated policies including child protection, image use and online safety.

Online communication, including the use of social media

12. 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 as outlined in the child protection and online safety policy, which can be found on our [school website](#).
 - 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 policy and the law.
13. 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 one of the Acting Heads of School/Acting Executive Headteacher.

Policy compliance, breaches or concerns

14. 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 (Lucy Hayward) or a deputy DSL (Sandra Sheldrake, Laura Foster, John Tutt).
15. 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.
16. 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.
17. 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.
18. I will report and record concerns about the welfare, safety or behaviour of pupils or parents/carers online to the Designated Safeguarding Lead (Lucy Hayward) or a deputy DSL (Sandra Sheldrake, Laura Foster, John Tutt). in line with the school child protection policy.
19. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy.
20. 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.
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 Rusthall St Paul's CE Primary 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 (DDMMYY).....