



Visitor and Volunteer Acceptable Use of Technology Policy

Reviewed: **May 2024**

Reviewed by: **Headteacher / SLT / Governors**

Date to be reviewed: **May 2025**



East Peckham Primary School, 130, Pound Road, East Peckham, Tonbridge, TN12 5LH

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 East Peckham Primary 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 provided to me or accessed as part of my role within East Peckham Primary 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 East Peckham Primary 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.

Data and Image Use

4. I understand that I am **not** allowed to take images or videos of learners without consent from the Headteacher.

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 learners.
6. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
7. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to a Designated Safeguarding Lead (DSL) in line with the school child protection policy.
8. 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 Social Media and Mobile Technology

9. I have read and understood the school policy which covers expectations regarding staff use of social media and mobile technology.

10. I will ensure that my online reputation and use of technology 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 learners, 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.

11. My electronic communications with learners, 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 Headteacher or Deputy Headteacher.

12. 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 Headteacher or Deputy Headteacher.

13. 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.

14. 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.

15. 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.

Policy Compliance, Breaches or Concerns

16. 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.

17. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to a Designated Safeguarding Lead in line with the school child protection policy.
18. I will report concerns about the welfare, safety, or behaviour of staff to the Headteacher or Deputy Headteacher in line with the allegations against staff policy.
19. I understand that if the school believes that if 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.



Acceptable Use of Technology Policy
Visitor and Volunteer Agreement

I have read, understood and agreed to comply with East Peckham Primary Visitor and Volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name:

Signature:

Date: