



## **Durham Trinity School and Sports College.**

### **Visitor Acceptable Use Agreement.**

#### **School Policy**

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy aims to ensure that:

- Visitors will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Visitors are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that visitors will have good access to digital technology to enhance their work and will, in return, expect school visitors to agree to be responsible users.

#### **Acceptable Use Policy Agreement**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

#### **For my professional and personal safety:**

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.

- I will not disclose the school's Wi-Fi password to anyone else without the permission of the school. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I understand that I must know and contribute to the school's filtering and monitoring systems as detailed in the school's Online Safety Policy and Keeping Children Safe in Education.

**I will be professional in my communications and actions when using school ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so by a member of the Senior Leadership Team. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies. (Please note: Durham Trinity School has no officially endorsed social media).
- I will only communicate with pupils and parents / carers using official systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity, both inside and outside of the school, that may compromise my professional responsibilities.

**The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- I will follow any additional rules set by the school's Online Safety Policy/ Mobile Device Policy with regards to the use of personal mobile phones and other devices. I will ensure that any such devices are protected by up to date anti-virus software and free from viruses.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any

programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

- I will not try (during school hours) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless permission has been granted by a member of the Senior Leadership Team.
- I will not disable or willingly cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA GDPR Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that the GDPR policy requires that any staff or pupil data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by the school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

**I understand that I am responsible for my actions in and out of the school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Visitor Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_