



Durham Trinity School and Sports College.

Visitor Acceptable Use Agreement.

School Policy

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 personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems including if I am using Wifi on a personal device.
- 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 will be polite in my communications and actions when using school ICT systems (including the internet):

- I will communicate with others in a polite and appropriate manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not use my personal equipment to record and/or take images of others, unless I have permission to do so by a member of the Senior Leadership Team. If images or recordings are permitted these will not be used on social media or other websites.
- 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 not engage in any online activity, both inside and outside of the school, that may compromise the reputation of the school or my personal reputation.

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 not use my personal mobile phone or other mobile devices in areas accessed by pupils. 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 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 disable or willingly cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

I have read and understand the above and agree to use the school digital technology systems (including the internet) and my own devices (if accessing these within school) within these guidelines.