



Policy Document for: Acceptable Use Policy for Visitors (AUP)

Approved: February 2020

Due for Review: February 2021

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 Timu ensure that all visitors understand the Trust expectations regarding safe and responsible technology use.

Policy Scope

- 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 Timu schools, 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 and communication technologies.
- I understand that this Timu Trust AUP should be read and followed
- I am aware that this AUP does not provide an exhaustive list; visitors should ensure that all technology use is consistent with the Trust ethos, safeguarding and child protection policy, national and local education and child protection guidance, and the law.

Data and Image Use

- I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
- I understand that I am not allowed to take images or videos of learners unless I have prior written agreement from the Head of School. This agreement will also set out how photos are to be stored and used.

Working with children

- I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the Timu **online safety policy**.
- I will support teachers in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care
- I will immediately report any filtering breaches (such as access to illegal, inappropriate or harmful material) to any member of the Designated Safeguarding Lead (DSL) team:
Full details on:
 - Poster in school site reception areas
 - team members names in the Trust Safeguarding & Child Protection policy (at Timu website)
 - Photos and names in the safeguarding leaflet held in receptionIn line with the Trust **online safety** and **safeguarding and child protection** policies.
- 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

For infrequent visitors:

- I have read the Trust safeguarding leaflet available at reception so am of my online responsibilities and use of mobile technology whilst in school
- I will take appropriate steps to protect myself online as outlined in the policies above
- I will not discuss or share data or information relating to learners, staff, school, business or parents/carers on social media.
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Frequent visitors:

- I have read and understood the Trust **online safety** policy and **social media, mobile phones and other electronic devices** policy which cover expectations regarding staff use of social media and mobile technology
- I will ensure that my online reputation and use of technology and is compatible with my role within the Trust. 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 policies above
- 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.
- 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 or telephone number and not 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 DSL team
- If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead team or Head of School
- 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.
- 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.
- I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the Trust into disrepute.

Policy Compliance, Breaches or Concerns

- I understand that the Trust 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.
- I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead team in line with the Trust **online safety policy** and **safeguarding and child protection policy**.
- I will report concerns about the welfare, safety or behaviour of staff to the Head of School, in line with the allegations against staff policy.
- 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.
- I understand that if the school suspects criminal offences have occurred, the police will be informed.