



E-Safety - Visitor Acceptable Use Policy

Visitors should apply certain standards when using computer equipment in schools.
These standards should include an awareness of Data Protection and Copyright laws.

Logging in

- If you use the school's equipment then request a guest log in.
- If you are using equipment that has been logged in by a member of staff ensure the system is logged off when leaving the room.

Wireless Access

- Request permission to use the wireless connection (if available) asking for an authorisation key. You may need to change proxy settings.
- Remember that bandwidth is limited so avoid intensive use such as large downloads.

Internet Access and uploading

- The schools Internet connection is filtered so access might be denied to some sites. Seek permission to access sites that are unavailable through the schools normal filtering system. This might not be possible as changes to the filter can take some time.
- You are responsible for the sites that appear on any machine that you are using. Report any issues with the member of staff present.
- Never upload and install software or updates without permission from a member of staff.

If you use your own equipment:

- Make sure that it has up to date virus protection software installed.
- That you take care with trailing wires.
- That you can identify your equipment.
- Never leave your equipment unattended or in an unlocked room.

Downloading files or documents

For all files

- Make sure that the USB stick/external hard drive has recently been virus checked.
- Never transfer files unless you have permission.
- Make sure that you clearly state the purpose for transferring these files.
- Check to see if the school machine you would like to transfer files from or to is encrypted as it might automatically encrypt your USB stick/hard disc drive.

If you take pictures, video or sound files then check

- That you have permission to capture these files.
- That the staff/children have all given their permission for these images/voices to be used.
- That if you intend to use these files in a public area (website, blog etc.) or for financial gain that you request this permission in writing or through email.

Name _____

Date _____



On signing in as a visitor, you agree to:

- only log onto the school network with the user name and password provided for you;
- maintain responsible and safe working standards if you intend to use the Internet, asking permission before using any kind of social media with the children;
- refrain from any use of your personal mobile phone or other device during the working day;
- not taking any photographs;
- report any suspected misuse or concerns about e-safety whether by pupils or staff, to the E-Safety Leader or their representative before leaving the school;
- not taking any information on pupils or staff off site unless specific permission has been given by the Headteacher or their representative;
- not publishing any information online that may be offensive to staff or pupils, or may bring the school into disrepute.