



# Acceptable Use Policy (AUP) For Visitors and Contractors Moat Farm Infant School

Approved by:	Governors	Author: Rebecca McDonald
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## Background

We ask all children, young people and adults involved in the life of Moat Farm Infants to sign an Acceptable Use\* Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media.

Visitors and contractors are asked to sign this document before they are allowed access to the school or its pupils. Many of these rules are common sense - if you are in any doubt or have questions, please ask.

Further details of our approach to online safety can be found in the overall school Online Safety Policy

If I have any questions during my visit, I will ask the person accompanying me.

## What am I agreeing to?

See appendix 1

# Appendix 1: Acceptable use of the ICT Systems and Internet Agreement

## Visitors, Volunteers and Contractors

### ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR VISITORS, VOLUNTEERS AND CONTRACTORS

Name visitor/volunteer/contractor:

**When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:**

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

To be completed by the visitor/volunteer/contractor:

**I have read, understood and agreed to this policy**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Organisation \_\_\_\_\_

Visiting/accompanied by \_\_\_\_\_

Date/time: \_\_\_\_\_

To be completed by the school (only when exceptions apply):

Exceptions to the above policy \_\_\_\_\_

Name/role/date/time \_\_\_\_\_

## Appendix 2: Suggested Booking Form

### Annex A: Suggested Booking Form

This form is provided as a template to stimulate discussions between external and educational settings. Educational settings may wish to amend and adapt accordingly and should not replace a formal contract.

<b>PART ONE</b>	<b>To be completed by the Educational Setting</b>
Name of educational setting	
Main contact and role	
Date of session	
Start time	
Duration	
Audience	
Age / Year / Key stage (if appropriate)	
Aims of the session	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
Specific topics to be covered	
Other relevant information (Including prior knowledge/training, known safeguarding concerns, safeguarding arrangements, member of staff who will be present etc.)	
<b>PART TWO</b>	<b>To be completed by External Visitor</b>
Name of external visitor	
Contact information	
DBS check or equivalent (if required)	
Title of session	
Type of session (Assembly, workshop etc.)	
Learning outcomes	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
Brief overview of the content	

## Annex B: Considerations for External Visitors

External visitors to educational setting will need to discuss the aims, objectives and their visit and be clear about what is expected before delivering content. This annex enable external visitors to explore these issues but may also be helpful for educational share with potential visitors.

Key points to consider may include:

- 1. What does the educational setting hope that learners or others your visit?**
  - What are the desired learning objectives (the specific intentions of the outcomes (what will learners know, understand or be able to demonstrate session)?
    - Are their hopes and expectations realistic or do you need to re
- 2. Who will you be working with?**
  - What is the group size?
  - How old are the learners?
  - Are there any specific issues or concerns (such as special educational disabilities, learners with English as an additional language or safeguarding) you would need to be aware of before the session?
    - Are you comfortable with these requests or do you need to ren
- 3. What are your requirements for the session e.g. specific room (appropriate for the audience), IT equipment (projectors, sound photocopying/distribution of resources, refreshments etc.?)**
  - Is the educational setting able to provide this?
- 4. What do the learners or community already know about online**
  - Will they have a chance to give you any questions or interests in advance session?
- 5. Does the educational setting need anything from you before the**
  - Do you have information about yourself that you can share with the ed

**7. What is the educational settings policy if a learner or member of community tells you something that makes you concerned for their safety?**

- What is the educational settings policy on child protection and confidentiality?
- Will the educational setting ensure that a member of staff is present during the visit to safeguard both you as the visitor and the learners, or to answer any questions?

**8. What will the educational setting do after your visit?**

- Are you willing or able to leave any material or information behind for the educational setting to extend the impact/learning?