St. Joseph's Catholic Primary School



Acceptable Use of Technology Agreement for all Visitors

To ensure that visitors are fully aware of their responsibilities when using information systems and when communicating with pupils, they are asked to sign this Acceptable Use Agreement. All visitors are expected to adhere to the contents at all times.

- I understand that it is a criminal offence to use a school technology system for a purpose not permitted by its owner.
- I will only use the school's network/wifi network for professional purposes or for uses deemed 'reasonable' by the Leadership Team and the Governing Body.
- I understand that my use of the school's network/wifi network will be monitored and recorded to ensure policy compliance.
- I will not disclose personal details, such as mobile phone number and personal email address, to pupils.
- I will not install any software or hardware onto school devices without permission from the Computing/Online Safety Lead or technician.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory on my own devices when in school, and on school devices at any time.
- I will report any incidents of concern regarding children's safety whilst using technology to one of the Designated Safeguarding Officers.
- I will not use any personal device (including cameras and mobile phones) to capture images, videos or audio of pupils.
- If using a personal device in school (such as mobile phones, tablets, laptops, etc.) I will ensure that it is used in a manner considered appropriate by the Leadership team. Pupils will not have unsupervised access to the device at any time. If pupils are to have supervised access, this must first be approved by the Leadership Team. Message/notification systems will be disabled, and no inappropriate/offensive material will be stored/accessible on the device.

The school will exercise its right to monitor the use of the school's information systems and Internet access, to intercept email and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Acceptable Use Agreement.

Name: …… Signed: …… Date: ……