



Acceptable Use Policy for Temporary or Supply Staff and Visitors to School 2022

As a visitor to Moorlands Primary, I recognise that it is my responsibility to follow school procedures and that I have a responsibility to ask for advice if I am not sure of a procedure. I confirm that I will use all electronic communication equipment provided by the school, and any personal devices which I bring into school, in a responsible manner and in accordance with the following guidelines:

- I will only use the school network for the purpose I have been given access, related to the work I am completing in the school
 - I will not use a personal computer I have brought into school for any activity which might be considered inappropriate in the school
 - I will not use my personal mobile phone or other electronic equipment to photograph or video pupils
 - I will not publish photographs or videos of pupils without the knowledge and agreement of the school or the pupils concerned
 - I will not give my personal contact details such as email address, mobile phone number, or social media details to any pupil or parent in the school. Contact will always be through a school approved route. I will not arrange to video conference or use a web camera with pupils unless specific permission is given
 - I will take all reasonable steps to ensure the safety and security of school IT equipment, including ensuring that any personal devices or memory devices I use are fully virus protected and that protection is kept up to date
 - I will only use my personal mobile phone and/or wearable device during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager
 - I will report any accidental access to material which might be considered unacceptable immediately to a senior member of staff and ensure it is recorded
 - If I have access to any confidential school information, pupil information or data it will only be removed from the school site with permission and if so, it will be carried on a device which is encrypted or protected with a strong password.
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- I will report immediately any accidental loss of confidential information to a senior member of staff so that appropriate action can be taken
 - I understand that I have a duty of care to ensure that students in school use all forms of electronic equipment and devices safely and should report any inappropriate usage to a senior member of staff

- I will not publish or share any information I have obtained whilst working in the school on any personal website, blog, social networking site or through any other means, unless I have permission from the school
- I understand that Moorlands Primary school has the right to examine or delete any files that may be held on its computer system, to monitor any Internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence
- I understand that by not following these rules I may be subject to disciplinary procedures
- I adhere to all the computing policies including: Mobile phone policy
Social networking and Online safety

Name.....

Signed.....

Date.....

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors
Mrs Freeman	February 2017	January 2018	Feb 2017
David Charlesworth	March 2018	March 2019	March 2019
Mr Charlesworth and Mr Parkin	April 2020	April 2022	April 2020
Mr Charlesworth and Mr Parkin	May 2022	May 2024	May 2022