

ST MICHAEL'S

Church of England High School

'Jesus grew in wisdom and stature' (Luke 2:52)



Acceptable Use Policy (AUP)

Visitors and Contractors

[Please delete once read: This AUP is for rapid deployment before visitors/contractors gain access to the school. You will need to decide and make clear if there are any exceptions to when this must be used (e.g. for public events or for a short or emergency contractor visit which is fully supervised or to areas where students/pupils have no access, during holidays, etc). Where you have regular visitors, you may wish to ask them to sign the AUP for Staff / Volunteers]

OUR TRUST'S PRAYER

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning,
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus

Amen

Background

We ask all children, young people and adults involved in the life of St Michael's Church of England High School 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/students. Many of these rules are common sense – if you are in any doubt or have questions, please ask school's Designated Safeguarding Lead (DSL) and Deputy Headteacher, Ms C Trebble.

Further details of our approach to online safety can be found in the overall school Online Safety Policy. ([St Michael's Policies](#))

If you have any questions during your visit, please ask the person accompanying you or please contact the school office:

Telephone: 0151 924 6778

Email: smh.admin@ldst.org.uk

If questions arise after your visit, you should initially direct them to the school office (contact details above).

What am I agreeing to?

1. I understand that any activity on a school device or using school networks, platforms, internet and logins may be captured by one of the school's security, monitoring and filtering systems and/or viewed by an appropriate member of staff.
2. I will never attempt to arrange any meeting with a pupil/student, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil/student. The same applies to any private/direct communication with a pupil/student.
3. I will leave my phone in my pocket and turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or pupils/students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission of the headteacher (this may be delegated to other staff) and it will be done in the presence of a member staff.
4. If I am given access to school-owned devices, networks, cloud platforms or other technology:
 - a) I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
 - b) I will not attempt to access any pupil/student, staff or general school data unless expressly instructed/allowed to do so as part of my role

- c) I will not attempt to make contact with any pupils/students or to gain any contact details under any circumstances
 - d) I will protect my username/password and notify the school of any concerns
 - e) I will abide by the terms of the school's Data Protection Policy St Michael's Policies
 - f) I understand that my online activity will be subject to the school's filtering and monitoring systems, and that any attempts to access content which is illegal or inappropriate for a school setting, may result in further action as per the safeguarding procedures and may result in termination of contract.
5. I will not share any information about the school or members of its community that I gain as a result of my visit in any way or on any platform except where relevant to the purpose of my visit and agreed in advance with the school.
 6. I will not reveal any information on social media or in private which shows the school in a bad light or could be perceived to do so.
 7. I will not do or say anything to undermine the positive online safety messages that the school disseminates to pupils/students and will not give any advice on online safety issues unless this is the purpose of my visit and this is pre-agreed by the school. NB – if this is the case, the school will ask me to complete Annex A and consider Annex B of '[Using External Visitors to Support Online Safety](#)' from the UK Council for Child Internet Safety (UKCIS).
 8. I understand that children can be abused and harmed when using devices and I will report any behaviour (no matter how small) which I believe may be inappropriate or concerning in any way to Ms C Trebble, Designated Safeguarding Lead, if by a child or Ms C McIntyre, Head of School, if by an adult.
 9. I will only use any technology during my visit, whether provided by the school or my personal/work devices, including offline or using mobile data, for professional purposes and/or those linked to my visit and agreed in advance. I will not view material which is or could be perceived to be inappropriate for children or an educational setting.
 10. I will behave in a professional and responsible manner at all times and understand that failure to do so may result in further action being taken and could result in the termination of my contract.

~~~~~

**To be completed by the visitor/contractor:**

I have read, understood and agree to this policy.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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:** \_\_\_\_\_

### Review Schedule

|                        |                                   |
|------------------------|-----------------------------------|
| Policy Author          | Data Protection Officer (DPO)     |
| Policy Approver        | Trust Corporate Services Director |
| Current Policy Version | 1.2                               |
| Policy Effective From  | 1 <sup>st</sup> September 2023    |
| Policy Review Date     | By 31 <sup>st</sup> August 2024   |

### Revision Schedule

| Version | Revisions                                                                                                                  | By whom |
|---------|----------------------------------------------------------------------------------------------------------------------------|---------|
| 1.0     | Original (in line with KCSIE 2021)                                                                                         | DPO     |
| 1.1     | Reviewed in line with KCSIE 2022 – no changes to main policy wording – new Trust Prayer.                                   | DPO     |
| 1.2     | Reviewed in line with KCSIE 2023. New bullet point 4 f) and 10 around filtering and monitoring and professional behaviour. | DPO     |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |
|         |                                                                                                                            |         |