

# Acceptable Use Policy Agreement for Visitor/Community user

## Background

We ask all children, young people and adults involved in the life of any HMFA school or academy 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 (if appropriate).

If questions arise after my visit, I will ask – Jo Brace (IT Director) [IT@hmfa.org.uk](mailto:IT@hmfa.org.uk)

## What am I agreeing to?

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school:

- I understand that my use of school systems and devices will be monitored
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist and extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and/or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, whatever the cause.

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that if I fail to comply with this acceptable use agreement, the school has the right to remove my access to school systems/devices
- I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.
- 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.
- If I am given access to school-owned devices, networks, cloud platforms or other technology:
  - I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
  - I will not attempt to access any pupil / staff / general school data unless expressly instructed to do so as part of my role
  - I will not attempt to make contact with any pupils/students or to gain any contact details under any circumstances
  - I will protect my username/password and notify the school of any concerns
  - I will abide by the terms of the school Data Protection Policy and GDPR protections

I have read and understand the above and agree to use the school systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines. This form will be stored in the school office/HMFA Network for a minimum of 6 months after I have left the school.



To be completed by the visitor/contractor:

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

**Signature/s:** \_\_\_\_\_

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