



BIRCHINGTON CE PRIMARY SCHOOL

Visitor and Volunteer Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for children's Safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology. This AUP will help Birchington CE Primary School ensure that all visitors and volunteers understand the Birchington CE Primary Schools expectations regarding safe and responsible technology use.

Policy Scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Birchington CE Primary School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage, remote learning and communication technologies.
2. I understand that this Birchington CE Primary School AUP should be read and followed in line with the Birchington CE Primary School Staff Code of Conduct (this is applicable to all volunteers as well.)
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the Birchington CE Primary School ethos, Birchington CE Primary School Staff Code of Conduct and Safeguarding policies, national and local education and Child Protection & Safeguarding guidance, and the law.

Data and image use

4. I understand that I am not allowed to take images or videos of pupils. Any images or videos of pupils will only be taken in line with Birchington CEP School's Image Use Policy and the Mobile & Smart Technology Policy.

Classroom Practice

5. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the Birchington CE Primary School Online Safety & Acceptable Use of Technology Policy.
6. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the pupils in my care.

7. I will report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the Lead DSL or Deputy DSLs in line with the Birchington CE Primary School Online Safety and Child Protection & Safeguarding policy.
8. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music are protected, I will not copy, share or distribute or use them.

Use of mobile devices and smart technology

9. In line with the Birchington CE Primary School's Mobile and Smart Technology Policy, I understand that:
 - Electronic devices of any kind that are brought onto site are the responsibility of the user.
 - Mobile phones and personal devices are not permitted to be used in specific areas on site, such as classrooms when children are getting changed and the toilets.
 - The sending of abusive or inappropriate messages or content, including via personal smart devices and mobile phones is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.
 - All members of Birchington CE Primary School's community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

See Birchington CE Primary School's Mobile and Smart Technology Policy for full details

Online communication, including the use of social media

10. I will ensure that my online reputation and use of technology and is compatible with my role within the Birchington CEP School. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the child Mobile and Smart Technology and Social Media policies
 - I will not discuss or share data or information relating to pupils, staff, Birchington CEP School business or parents/carers on social media
 - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the Birchington CEP School Code of Conduct and the law.
11. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.

- All communication will take place via Birchington CEP School approved communication channels such as via a Birchington CEP School provided email address, account or telephone number.
- Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
- Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with the Headteacher

Policy compliance, breaches or concerns

12. If I have any queries or questions regarding safe and professional practice online either in Birchington CEP School or off site, I will raise them with the Headteacher.
13. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
14. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
15. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school/setting into disrepute.
16. No access will be given to the school network. Only in very rare situations will Visitors be granted access to the school's guest Wi-Fi system. I understand that the Birchington CEP School may exercise its right to monitor the use of Birchington CEP School information systems, including this internet access. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
17. I will report and record concerns about the welfare, safety or behaviour of pupils or parents/carers online to the Designated Safeguarding Lead (Louise Wilson) or the deputies in line with the Birchington CEP School's child protection policy.
18. I will report concerns about the welfare, safety, or behaviour of staff online to the Headteacher, in line with the allegations against staff policy.
19. I understand that if the Birchington CEP School believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school/setting may invoke its disciplinary procedures.
20. I understand that if the school/setting suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Birchington CE Primary School Online Safety Policy and this Visitor and Volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of Visitor/Volunteer:

Signed:

Date (DD-MM-YY).....