Acceptable Use Policy (AUP)

Visitors and Contractors

2025-2026

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

This AUP is for rapid deployment before visitors/contractors gain access to the school.

There are exceptions to when this policy must be used:

- public events
- short or emergency contractor visit which is fully supervised
- visits to areas where pupils have no access
- during holidays when pupils are not in school
- school will ask regular visitors to sign the AUP for staff and volunteers

Background

We ask all children, young people and adults involved in the life of our 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. Many of these rules are common sense – if you are in any doubt or have questions, please ask school's Designated Safeguarding Lead (DSL).

Further details of our approach to online safety can be found in the overall school Online Safety Policy which is available on our website.

If you have any questions during your visit, you must ask the person accompanying you (if appropriate) and/or the school office staff.

If questions arise after your visit, ask the school office staff.

What am I agreeing to?

By signing this document, I agree to the following rules:

1. Interacting with Pupils

- I will not initiate contact, communicate with, or arrange meetings with pupils , face to face or via any technology.
- I will report any safeguarding concerns or inappropriate behaviour immediately to the Designated Safeguarding Lead (DSL) (if by a child) or Headteacher (if by an adult).

2. Phones, Cameras & Recording

- I will keep my personal mobile phone turned off and in my pocket when in the presence of children.
- I will not take photographs, videos, or audio recordings of the school, staff, or pupils without explicit permission from the Headteacher.

- I understand that Smart glasses and all other secret recording devices are strictly forbidden.

3. Using Devices & Networks

- I understand that I can connect personal or work devices only to the designated Guest Wi-Fi. I will not use personal mobile hotspots.
- If provided with school devices or network access, I will use them exclusively for the assigned task. I will not attempt to access pupil or staff data.
- I must lock your device screen when unattended.
- I will not access or view any material that is illegal, extreme, or inappropriate for an educational setting (e.g., adult content). I am aware that all network activity is monitored.

4. Data Privacy & AI

- I will not share my passwords or use another person's login details.
- I will report any accidental data leaks, lost devices, or suspicious emails to the school immediately.
- I will not input any personal or sensitive school data into Generative AI platforms (including AI note-takers).
- All new apps or platforms I use must be approved first by the Headteacher.
- I will keep all information learned about the school or its community confidential and will not share or post negative comments about the school on social media.
- I will always check the accuracy, quality and safety of any Gen AI outputs, including from search engine results, before sharing with others, especially children.

Declaration I have read and agree to follow these rules. I understand that failure to do so may result in termination of my contract or visit.

Name: _____

Company/Organisation: _____

Signature: _____

Date: _____

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 Chief Operating Officer
Current Policy Version	2.0
Policy Effective From	1st September 2026
Policy Review Date	By 31st August 2027

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
1.3	Reviewed in line with KCSIE 2024. New bullet 10. Incorporated exceptions to this policy to provide clarity around when visitors/contractors may not be required to sign this policy.	DPO
1.4	Reviewed in line with KCSIE 2025. Updated bullet 3 regarding wearable technology. New bullet 11.	DPO
2.0	Reivewed in line with KCSIE 2026 and reformatted throughout.	DPO