



Roundwood Park School

IT Acceptable Use Policy for Visitors

Reviewed: June 2022

Next review: June 2024

Resources Committee

IT services will only be provided that allow the fulfilment of the visit.

I agree to follow the following and any further instructions from staff at the school.

- I will only use any IT facilities provided to me by the school and any personal devices which I use, for school activity in accordance with this document.
- To protect my own privacy, I will not provide my email address and telephone numbers (including mobile phone) as contact details for students and their parents, unless authorised by the Head or SLT.
- I will only use accounts provided by IT Support.
- I understand that there is no occasion when passwords should be shared with anyone else, as there may be different levels of access to sensitive personal data.
- I understand that all internet activity in school is logged both on network PCs and also over the Wi-Fi networks.
- I will only use the Guest Wi-Fi provided by the school and not hotspot or use VPNs in an intentional effort to bypass school filtering.
- I will ensure that my online activity will not bring the school, or the reputation of others, into disrepute.
- I will reject/refuse invitations or and/or requests from students to partake in discussion forums, instant messaging, and social networking, and report them to a staff member.
- I will not install or attempt to install any hardware or software on, or otherwise interfere with, the school network without the permission of the IT Support team.
- I will ensure that all Data Protection issues are reported to the School's Data Protection Officer without delay and ensure I comply with the school's Data Protection Policy.
- I will not use my personal mobile phone or other electronic equipment to photograph or video students or staff without permission from the Head or SLT.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

I understand that by not following these rules access to IT services may be withdrawn or suspended and I may be asked to leave the site.
In the event of a serious incident, the police may become involved.

Name (print):

Date:

Signed:.....

This policy has undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.