

# Foreland Fields School

## Visitor and Volunteer Acceptable Use Of Technology Policy



### Governing Body Approval and Categories

Date of Last Review / Scrutiny	24 <sup>th</sup> September 2024
Date (Month / Year) of Next Review /Scrutiny	24 <sup>th</sup> September 2025
Date Policy was Ratified	2 <sup>nd</sup> October 2024
Category of the Policy	GDPR
Named Lead for Writing the Policy	Headteacher/DSL
Named Governor for Scrutiny	Governors with Responsibility for Safeguarding – Lucy Taylor and Amy Moat
Approval Body	Strategy Team
Display on Main Web Site	No
NOTE: IF THIS POLICY HAS BEEN SCRUTINISED BY A DIFFERENT LEAD GOVERNOR OR BEEN RATIFIED BY A DIFFERENT GOVERNING TEAM PLEASE STATE WHICH TEAM	
Signed – Chair of Governors 	Date 2-10-24

### United Nations Convention on the Rights of the Child

Foreland Fields School is a Rights Respecting School thereby this policy ensures that the following rights are acknowledged:

**Article 12 (respect for the views of the child)**

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

**Article 13 (freedom of expression)**

Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.

**Article 23 (children with a disability)**

A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community.

**Article 28 (right to education)**

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights.



## **Foreland Fields School**

### **Visitor and Volunteer Acceptable Use of Technology Policy**

As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology.

This AUP will help Foreland Fields School ensure that all visitors and volunteers understand the school 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 Foreland Fields 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 systems and communication technologies.
2. I understand that Foreland Fields School AUP should be read and followed in line with the school staff behaviour policy.
3. 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.
4. 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.
5. 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.
6. 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 school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

#### **Data and Image Use**

7. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including UK GDPR.
8. I understand that I am not allowed to take images or videos of children/pupils/students, unless given prior, specific permission by the DSL and in line with my role. Any images or videos of children/pupils/students will only be taken in line with the school camera and image use policy.
9. Any data being shared online, such as via cloud systems or artificial intelligence tools (AI), will be suitably risk assessed and approved by the school Data Protection Officer and leadership team prior to use to ensure it is safe and legal.

### **Classroom Practice**

10. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of children/pupils/students.
11. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children/pupils/students in my care.
12. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (Adrian Mount) in line with the school child protection/online safety policy.
13. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

### **Use of Mobile Devices and Smart Technology**

14. In line with the school online safety policy, I understand that I should not carry my mobile phone around the school without prior permission of the DSL. I understand I cannot use my camera phone to take images of students. Visitors and volunteers will be supervised at all times, unless the appropriate DBS clearance has been completed. I understand that Mobile phones should never be taken into changing rooms or toilets.

### **Online Communication, including the use of Social Media**

15. I will ensure that my online reputation and use of technology and is compatible with my role within the 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 protection/online safety.
  - I will not discuss or share data or information relating to children/pupils/students, staff, 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 school code of conduct/behaviour policy and the law.
16. My electronic communications with children/pupils/students, 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 school approved communication channels such as via a 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 DSL/Headteacher (Adrian Mount).

### **Policy Compliance, Breaches or Concerns**

17. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Designated Safeguarding Lead (name) and/or the Headteacher/manager.
18. 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.
19. 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.
20. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.
21. I understand that the Foreland Fields School may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
22. I will report and record concerns about the welfare, safety or behaviour of children/pupils/students or parents/carers online to the Designated Safeguarding Lead (Adrian Mount) in line with the school child protection policy.
23. I will report concerns about the welfare, safety, or behaviour of staff online to the Headteacher, in line with the allegations against staff policy.
24. I understand that if the school believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
25. I understand that if the school suspects criminal offences have occurred, the police will be informed.

**Visitor and Volunteer Acceptable Use of Technology  
Acknowledgement**

**I have read, understood and agreed to comply with Foreland Fields School  
visitor/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): .....