



# Joy Lane Foundation Primary School

## Visitor and Volunteer Acceptable Use of Technology Policy

*For visitors and volunteers (and staff) who do not have access  
Joy Lane Primary School ICT systems.*

**Designated Safeguarding Lead: Ms D Hines**

**Named Governor with lead responsibility: Chris Graves**

Draft Prepared	April 2020
Date Agreed	September 2020
Signed by Executive Headteacher	Ms D Hines
Signed by Chair of Governors	Chris Graves
Date Policy to be Reviewed	September 2021

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

## **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 Joy Lane 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 & data storage and communication technologies.
2. I understand that Joy Lane Primary School AUP should be read and followed in line with the Joy Lane Primary School staff behaviour policy/code of conduct.
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 Joy Lane Primary School ethos, Joy Lane Primary School Staff Behaviour and Safeguarding Policies, national and local education and child protection guidance, and the law.

## **Data and Image Use**

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. Any images or videos of learners will only be taken in line with the Joy Lane Primary School Image Use Policy and GDPR.

## **Classroom Practice**

6. 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 Joy Lane Primary School Online Safety Policy.
7. I will support teachers in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
8. I will immediately report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the Designated Safeguarding Lead (DSL) Ms D Hines, Executive Head Teacher or her Designated Safety Officers, in line with the Joy Lane Primary School Online Safety/Child Protection Policy.
9. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music is protected, I will not copy, share or distribute or use it.

## Use of Social Media and Mobile Technology

10. I have read and understood the Joy Lane Primary School Online Safety Policy which covers expectations regarding staff use of social media and mobile technology.
11. I will ensure that my online reputation and use of technology and is compatible with my role within the Joy Lane Primary 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 Online Safety/Social Media Policy. Check policy
  - I will not discuss or share data or information relating to learners, staff, Joy Lane Primary 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 Joy Lane Primary School Code of Conduct/Behaviour Policy and GDPR and the law.
12. My electronic communications with learners, 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 or telephone number and not 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 this will be discussed with the DSL Ms D Hines, Executive Head Teacher or her Designated Safety Officers
13. If I have any queries or questions regarding safe and professional practise online either in Joy Lane Primary School or off site, I will raise them with the Designated Safeguarding Lead (DSL) Ms D Hines, Executive Head Teacher or her Designated Safety Officers
14. 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.
15. 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.
16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the Joy Lane Primary School into disrepute.

## Policy Breaches or Concerns

17. I will report and record concerns using 'MyConcern' or GDPR Data Protection Officer about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead (DSL) Ms D Hines, Executive Head Teacher or her Designated Safety Officers in line with the Joy Lane Primary School Online Safety/Child Protection Policy.
18. I will report concerns about the welfare, safety or behaviour of staff to the (DSL) Ms D Hines, Executive Head Teacher in line with the Staff Policy.
19. I understand that if the Joy Lane Primary School believes that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the Joy Lane Primary School may invoke its disciplinary procedures.
20. I understand that if the Joy Lane Primary School suspects' criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Joy Lane Primary 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 (DDMMYY).....