



Whitstable & Seasalter Endowed Church of England (Aided) Junior School

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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 Whitstable & Seasalter Endowed Church of England (Aided) Junior School ensure that all visitors and volunteers understand the Whitstable & Seasalter Endowed Church of England (Aided) Junior 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 Whitstable & Seasalter Endowed Church of England (Aided) Junior 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.
2. I understand that Whitstable & Seasalter Endowed Church of England (Aided) Junior School AUP should be read and followed in line with the Whitstable & Seasalter Endowed Church of England (Aided) Junior 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 Whitstable & Seasalter Endowed Church of England (Aided) Junior School ethos, Whitstable & Seasalter Endowed Church of England (Aided) Junior 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. I understand that I am not allowed to take images or videos of learners.

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.
7. I will support staff 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) (Ellen Taylor) in line with the Whitstable & Seasalter Endowed Church of England (Aided) Junior School 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 Mobile Devices and Smart Technology

10. I will follow the Whitstable & Seasalter Endowed Church of England (Aided) Junior School mobile technology policy and understand that mobile phones and personal devices are not permitted for use within the classroom and whilst supervising children.

Online Communication, including the Use of Social Media

11. I will ensure that my online reputation and use of technology and is compatible with my role within the Whitstable & Seasalter Endowed Church of England (Aided) Junior 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.
 - I will not discuss or share data or information relating to learners, staff, school/setting 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 Whitstable & Seasalter Endowed Church of England (Aided) Junior School code of conduct/behaviour policy 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 Whitstable & Seasalter Endowed Church of England (Aided) Junior School approved communication channels such as via a Whitstable & Seasalter Endowed Church of England (Aided) Junior 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 this will be discussed with the DSL (Ellen Taylor).

Policy Compliance, Breaches or Concerns

13. If I have any queries or questions regarding safe and professional practice online either in Whitstable & Seasalter Endowed Church of England (Aided) Junior School or off site, I will raise them with the Designated Safeguarding Lead (Ellen Taylor).
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 Whitstable & Seasalter Endowed Church of England (Aided) Junior School into disrepute.
17. I understand that the Whitstable & Seasalter Endowed Church of England (Aided) Junior School may exercise its right to monitor the use of Whitstable & Seasalter Endowed Church of England (Aided) Junior School information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
18. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead (Ellen Taylor) in line with the Whitstable & Seasalter Endowed Church of England (Aided) Junior School child protection policy.
19. I will report concerns about the welfare, safety, or behaviour of staff to the headteacher, in line with the allegations against staff policy.
20. I understand that if the Whitstable & Seasalter Endowed Church of England (Aided) Junior School believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the Whitstable & Seasalter Endowed Church of England (Aided) Junior School may invoke its disciplinary procedures.
21. I understand that if the Whitstable & Seasalter Endowed Church of England (Aided) Junior School suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Whitstable & Seasalter Endowed Church of England (Aided) Junior 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)

