



# Hunsbury Park Primary School

## Visitor Acceptable Use Agreement

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ICT and the related technologies, such as email, the internet and mobile devices, are an expected part of daily working life in school. Our online safety policy is to help ensure that all visitors are aware of their professional responsibilities when using any form of ICT and to help keep everyone safe. All visitors are expected to sign this agreement confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with the headteacher, the designated safeguarding lead, or one of the deputy designated safeguarding leads or the computing lead.

Please read the terms and conditions below, if you agree to abide by these, please sign and hand into the office, where you will be given the details to access the school wifi information.

- I will only use my professional email account, internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the headteacher or governing board.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with staff and others outside of the school are compatible with my professional role.
- I will not give out my personal details, such as mobile phone number or personal email address, to pupils or staff.
- I will only use the approved email system for any communications with parents and other school-related activities.
- I will ensure that personal data (such as data held on the administration system) is kept secure and is used appropriately. Personal data can only be taken out of the school or accessed remotely when authorised by the headteacher or governing board and with appropriate levels of security in place.
- I will not install any hardware or software on school equipment without the permission of the headteacher.
- I will report any accidental access to inappropriate materials immediately to the office who will inform the computing lead and the designated safeguarding lead.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to the headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role or the school into disrepute.
  - I will support and promote the school's Online Safety Policy and help pupils to be safe and responsible in their use of ICT and related technologies.

- Once I have completed my visit at Hunsbury Park Primary School, I will delete all information, including the Wi-Fi login from my device/s.
- If at any time you have any concerns regarding online safety, please contact the Designated Safeguarding Lead via the school office on 01604 761566 or email [criley@hunsburypark.org](mailto:criley@hunsburypark.org).

### **User signature**

I agree to follow this acceptable use policy and to support the safe use of ICT throughout the school.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Full name \_\_\_\_\_ (Printed)

Upon the reading and the completion of this form, please hand this to a member of the school office who will inform you of the information required.



## SAFEGUARDING INFORMATION



All children have a right to be protected from harm and all adults have a role to play in ensuring that our children are protected and safe.

As individuals, we all play an important part in the child protection process.

**Whether as part of your job or volunteering activities, or simply as a member of your local community, child protection is everyone's responsibility.**

**The Designated Safeguarding Lead Teachers at Hunsbury Park are:**



**Mrs Riley  
Designated  
Safeguarding Lead**



**Miss Nyczka  
Deputy Designated  
Safeguarding Lead**

### **Safeguarding Team**



**Mr York  
Deputy Designated  
Safeguarding Lead**

**Our Safeguarding Team  
are easily identified by  
their orange lanyards**

If you have any concerns about the welfare of a pupil while working in or visiting our school, please speak to one of the Designated Safeguarding Leads immediately. You will be asked to complete and sign a "Cause for Concern" form. You can also contact the Multi-Agency Safeguarding Hub team directly on: *0300 126 1000*