



## KS2

# Visitor Acceptable Use Policy

*'At the forefront of education, our vision is to provide opportunity and excellence in all branches of learning. By creating a flagship school that is a 'Centre of Excellence' in scores of disciplines, academic and beyond, each unique child's potential is explored and natural talents discovered. At Langney Primary School our vision is to uphold the balance between EXCELLENCE (standards) and the ENJOYMENT of learning (Vision Statement April 2014).'*

Approval Date	Policy Reviewer	Title	Chair of Governors
	Benjamin Bowles	Head of School	Jane McCarthy-Penman

Frequency of Policy Review	Every 2 years
Model Policy	ESCC
Added to Staff Drive	June 2019

This policy is ratified by Langney's Local Governing Body (LGB) and confirmed by the SWALE Board of Directors.

# Visitor Acceptable Use Policy Agreement

## **This Acceptable Use Policy is intended to ensure:**

- That the children in our care will be responsible users and stay safe while using the school's Computing resources and the internet for all use.
- That school Computing systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

## **Acceptable Use Policy Agreement**

I understand that I must use school Computing systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the Computing systems and other users.

### **For my own personal safety:**

- I will not use the school's ICT systems without permission.
- I will always make sure an adult is present when I am using the internet.
  - I understand that the school will monitor the way I use the school's Computing systems.
- I will never try to use someone else's password or user name.
- I will be aware of internet dangers when I am online.

### **In the interests of Child Protection:**

- I am able to take pictures or video of my own child but will not upload any images to social media.
- I understand that, for legal reasons, I cannot take pictures of any other children.
  - I understand that, for legal reasons, I cannot take pictures or video of my child if other children are present in the image.
  - I will be aware of internet dangers when I am online.

### **I understand that the school has a responsibility to make sure the school's computing systems are secure and that they run smoothly:**

- I will not take my mobile phone or handheld device into class and will instead leave it at our school office for safe keeping until the end of the day.
- I will not try to upload, download or access any materials via school hardware (including the school's Wi-Fi), without permission.
- I will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others.
- I will not try to bypass the school's filtering / security systems.
  - I will inform a member of staff of any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install programmes of any type on a school computer.
- I will not try to alter computer settings.
  - I will never use chat and social networking sites at school.

### **I understand that I am responsible for my actions, both in and out of school:**

- I understand that if I break the rules set out in this Acceptable Use Policy Agreement, I may lose access to the digital accessibility mentioned in this policy. I also understand that, in the event of illegal activities, the police will be contacted.