



Visitor and Volunteer Acceptable Use of Technology

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

This AUP will help the Lightyear Federation ensure that all visitors and volunteers understand our 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 the Lightyear Federation 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 am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the federation ethos, staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.
3. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material or 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 federation into disrepute.

Data and Image Use

6. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
7. I understand that I am not allowed to take images or videos of learners unless on a school device with the class teacher's approval.

Classroom Practice

8. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners.
9. 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.

10. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (Hannah Ferris) in line with the school safeguarding and child protection policy.

11. 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 is protected, I will not copy, share, misuse, plagiarise, or distribute them.

Use of mobile devices and smart technology

12. I have read and understood the federation online safety policy which covers expectations regarding staff and learners' use of mobile technology and social media.

13. I will ensure that my use of mobile devices and smart technology is compatible with my role and takes place in line with the federation online safety policy and the law.

14. I will ensure that my online reputation and use of technology is compatible with my role within the federation. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.

- o I will take appropriate steps to protect myself online.

- o I will not discuss or share data or information relating to learners, staff, federation business or parents/carers on social media.

- o 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 federation code of conduct/behaviour policy and the law.

15. Any communication with parents/carers, children and professionals will be face to face and will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.

- o Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.

- o Any pre-existing relationships or situations that may compromise this will be discussed with the DSL (Hannah Ferris) and/or Executive Headteacher/Head of School.

Policy compliance, breaches or concerns

16. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead (Hannah Ferris) and/or Executive Headteacher/Head of School.

17. I understand that the school may exercise its right to monitor the use of federation 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 Leads (Hannah Ferris) in line with the federation safeguarding and child protection policy.

19. I will report concerns about the welfare, safety, or behaviour of staff to the Executive Headteacher/Head of School, in line with the allegations against staff policy.

20. I understand that if the federation believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the federation may invoke its disciplinary procedures.

21. I understand that if the federation suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with the Lightyear Federation 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).....