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# Acceptable Use Agreement – Visitors and Contractors

Little Eaton Primary School

[Version 2.0]

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<b>Last Reviewed</b>	
<b>Reviewed By (Name)</b>	Paul Schumann
<b>Job Role</b>	Headteacher
<b>Next Review Date</b>	Jan 2028
<b>Version released Spring 2024</b>	Reviewed and updated in light of DfE Digital Standards

This document will be reviewed annually and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here:

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

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## 1.1 Introduction

As a visitor / contractor to Little Eaton Primary School you may be given access to school devices or networks in order to aid the provision of your services or your support to pupils and staff of the school. You are required to sign this document prior to accessing the school systems.

All visitors to school are expected to abide by relevant school policies. Special consideration should be given to the following:

- Data Protection Policy
- IT Security Policy
- IT Security & Acceptable Use Policy
- Bring Your Own Device (BYOD) Policy
- Online Safety Policy.

## 1.2 IT Acceptable Use Standards

All Users must:

1. Protect school IT resources by careful and considerate use of equipment and networks, reporting faults and minimising the risk of introducing computer viruses or similar to the system.
2. Protect individuals from harmful or inappropriate material accessible via the Internet or electronic media.
3. Protect the confidentiality of individuals and of school matters and safeguard Users by complying with relevant legislation, including, but not limited to:
  - Data Protection Act 2018 and General Data Protection Regulation
  - Privacy and Electronic Communications Regulations
  - Copyright, Designs and Patent Act 1988
  - Computer Misuse Act 1990
  - Counter-Terrorism and Security Act 2015 (encompassing the “Prevent Duty”)
  - The Regulation of Investigatory Powers Act (RIPA) 2000
  - Waste Electrical and Electronic Equipment Regulations 2006, the Environmental Protection Act 1990, the Waste Management Regulations 2006.
  - The Department for Education [Digital and Technology Standards for Schools and Colleges](#)
  - Keeping Children Safe in Education (KCSIE)

Users should understand and adhere to their signed Acceptable Use Agreement.

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## 1.3 Agreement Statements

1. Any observations, incidents, or conversations taking place during my time in school will be kept confidential.
2. I understand that it is my responsibility to support the safeguarding of pupils and other staff. If I have any Child Protection or Safeguarding concerns, or if I am asked to do something, or see something I consider not best practice, I will report this to Paul Schumann, Headteacher.
3. I understand the importance of upholding my online reputation, my professional reputation, and that of the school, and I will do nothing to impair these. I will conduct myself in a professional manner, including professional dress and always using appropriate language.
4. I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the school. I will not contact or attempt to contact any pupil in any way other than school-approved and school-monitored ways.
5. I will not store school-related data on personal devices, storage, or cloud platforms.
6. I will not access, attempt to access, store, or share any data which I do not have express permission for.
7. I will not share any information about the school or members of its community gained during my visit, verbally, electronically, or via social media in any way, or on any platform, except where relevant to the purpose of my visit and agreed in advance with the school.
8. I will not take photographs or videos whilst on site unless the purpose has been communicated to senior leaders and prior permission has been granted. (e.g., to take photos of equipment or buildings)
9. I understand that school systems and users are protected by security, monitoring, and filtering services, and that my use of school devices and systems can be monitored/captured/viewed by the relevant authorised staff members.
10. School-owned devices, networks, cloud platforms or other technology, will be used exclusively for the purposes to which they have been assigned to me, and not for any personal use. I will not attempt to bypass security or monitoring, and will look after devices I have been given authorised use of.
11. When using my own devices on school premises or accessing school systems / platforms, I will ensure I take appropriate steps to safeguard and secure my device.
12. USB sticks / pen drives are not authorised unless permission has been sought from Paul Schumann, Headteacher (Remember these are a considerable security risk from outside your network.)
13. I will report any suspected security incidents, notifications, or security alerts from antivirus systems, firewalls, or malware protection, promptly, to Paul Schumann, Headteacher.

I understand that breach of this agreement may lead to appropriate immediate termination of any contracts and, when necessary, referral to other relevant authorities.

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I have read, understood, and agree to the conditions of the acceptable use agreement for IT and the Internet of Little Eaton Primary School:-

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Organisation: \_\_\_\_\_ Date / Time: \_\_\_\_\_

I approve this user to be allocated credentials for school systems for the purpose of:

\_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Role: \_\_\_\_\_ Date: \_\_\_\_\_

**Amend a complete list of systems the user has been given access to and the level of access provided.**

**Users should also be advised how to report and respond to suspected incidents.**

Key contacts to be provided to the user:

Role	Name	Email	Telephone
Headteacher	Paul Schumann	headteacher@littleeaton.derbyshire.sch.uk	01332 831471
Safeguarding Lead	As Above		
Deputy Safeguarding Lead	Karen Gardiner	Karen.gardiner@littleeaton.derbyshire.sch.uk	As Above
Administration Link	Julie Carter	Julie.carter@littleeaton.derbyshire.sch.uk	As Above

### 1.4 Template Visitor / Contractor Concern Form

Part 1 - to be completed by the person raising concern	
Name of Visitor / Contractor:	
Date and time:	
Summary of concern and any known details:	
Does it involve any individuals?	
If so, can you provide names?	
Any action taken so far:  <i>Please include other staff members aware of the issue and any witnesses.</i>	
What type of concern is this?	Safeguarding Concern  Security Incident  Unauthorised Use  Illegal Activity  Breach of policy

**Please pass this concern form to the Headteacher.**

Part 2 – to be completed by Headteacher	
Date and time received:	
Outcomes and Actions  <i>Record any contact with Action Fraud / Police Cyber Protection Officers / IT Provider etc.</i>  <i>If this information is transferred to CPOMS / MyConcern or similar system, state this and add any reference.</i>	

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<b><u>In the case of safeguarding concerns this record should be retained by the DSL.</u></b>	
Part 3 – to be completed by DSL	
Date and time received:	
DSL initial:	
CP concern: YES / NO	
Starting Point referral: YES /NO	
Is this a concern under Prevent: YES / NO	
If YES: Complete Prevent Risk Indicator Checklist	
Further actions taken:  <i>Record all strategies agreed including school based ones, and record an outcome including evidence of referrals/agreement with agencies.</i>	
Have parents/carers been contacted? YES / NO	
If NO, provide justification here:  <i>In all cases except where there is clear evidence of putting a child at immediate risk, parents/carers should be contacted.</i>	
Feedback to Referrer YES/NO	
Date closed:	