



# Acceptable ICT Use Policy & Agreement

## Visitors

Committee Responsible - SLT  
Last review: 2015/2016

Next Review: 2017/2018

### Acceptable Use Agreement: Visitor

The Acceptable Use Policy is there to assist visitors in staying safe and to protect the security and integrity of the school's ICT systems.

- I understand that any personal equipment brought into school remains my sole responsibility.
- I will only use the school's ICT for professional purposes.
- I will comply with the ICT system security and not disclose any passwords required by any of the programmes or systems that I use. If I have any reason to believe that a password has been compromised I will immediately ask for a new one to be issued.
- I understand that I am responsible for all activity carried out on the school's ICT systems, or via the school's internet connection, and that my usage will be monitored and logged.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not install any hardware or software without the permission of the Network Manager to ensure that the addition will not have an adverse effect on any existing programmes or system performance.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of students and/or staff will only be taken, stored and used for professional purposes in line with school policy.
- I will respect copyright and intellectual property rights.
- I will report any incidents or concern regarding children's safety to the Child Protection Liaison Officer or Headteacher.
- I will report any damage to, or malfunction of, any ICT equipment to the ICT department.

Name .....

Signature..... Date.....