Acceptable Use Policy (AUP) for
VISITORS & CONTRACTORS

St. Stephen's CE Primary School

Acceptable Use Policy for visitors and contractors.

2026-27

Acceptable Use Policy (AUP) for VISITORS & CONTRACTORS

Background

We ask all children and adults involved in the life of St Stephen's to sign an Acceptable Use* Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media.[* An AUP is as much about behaviours as 'use' of a particular device or technology, so you may wish to rename this document, but we have kept the recognised term 'AUP' as the name of this document.]

Visitors and contractors are asked to sign this document before they are allowed access to the school or its pupils. Many of these rules are common sense – if you are in any doubt or have questions, please ask the DSL [Liz Bachour] or DDSL.

Further details of our approach to online safety can be found in the overall school Online Safety Policy.

If you have any questions during your visit, you must ask the person accompanying you (if appropriate) and/or Crystal Taylor, The School Business Manager.

If questions arise after your visit, ask Crystal Taylor, The School Business Manager.

What am I agreeing to?

1. I understand that any activity on a school device or using school networks, platforms, internet and logins may be captured by one of the school's security, monitoring and filtering systems and/or viewed by an appropriate member of staff.
2. I will never attempt to arrange any meeting with a pupil, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.
3. I will leave my phone in my pocket and turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or pupils/students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission of the headteacher (this may be delegated to other staff) and it will be done in the presence of a member staff. The same principles apply for wearable technology. Smart glasses should not be worn in school. Please speak to the headteacher if this presents any issue.
4. If I am given access to school-owned devices, networks, cloud platforms or other technology:
    - I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
    - I will not attempt to access any pupil / staff / general school data unless expressly instructed/allowed to do so as part of my role
    - I will not attempt to make contact with any pupils/students or to gain their contact details under any circumstances
    - I will protect (and not share) my username/password and notify the school of concerns.
    - I will abide by the terms of the school Data Protection Policy protections
    - I understand that my online activity will be subject to the school's filtering and monitoring systems, and that any attempts to access content which is illegal or inappropriate for a school setting, may result in further action as per the safeguarding procedures and may result in termination of contract.
5. I will not share any information about the school or members of its community that I gain as a result of my visit in any way or on any platform except where relevant to the purpose of my visit and agreed in advance with the school.

6. I will not reveal any information on social media or in private which shows the school in a bad light or could be perceived to do so.
7. I will not do or say anything to undermine the positive online safety messages that the school disseminates to pupils/students and will not give any advice on online safety issues unless this is the purpose of my visit and this is pre-agreed by the school. NB – if this is the case, the school will ask me to complete Annex A and consider Annex B of 'Using External Visitors to Support Online Safety' from the UK Council for Child Internet Safety (UKCIS).
8. I understand that children can be abused and harmed when using devices and I will report any behaviour (no matter how small) which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher/Principal (if by an adult).
9. I will only use any technology during my visit, whether provided by the school or my personal/work devices, including offline or using mobile data, for professional purposes and/or those linked to my visit and agreed in advance. I will not view any content or material which is or could be perceived to be inappropriate for children or an educational setting. I will not use a mobile hotspot to provide internet to any device I use in school.
10. If I need to use any specific applications, I must seek authorisation from the headteacher before doing so. In particular this includes AI.
11. I will behave in a professional and responsible manner at all times and understand that failure to do so may result in further action being taken and could result in the termination of my contract.

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To be completed by the visitor/contractor:

I have read, understood and agreed to this policy.

Signature/s: _____

Name: _____

Organisation: _____

Visiting / accompanied by: _____

Date / time: _____

To be completed by the school (only when exceptions apply):

Exceptions to the above policy: _____

Name / role / date / time: _____
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