**Escrick Church of England Primary School**

**Acceptable Use - summary for supply colleagues, visitors,**

**volunteers and contractors.**

*Date: September 25*

*Review Date: September 26*

Where applicable, I agree to:

model appropriate and effective use and provide guidance and instruction to pupils in the acceptable use of the internet, supervising use carefully

when using the Internet, comply with all laws and government regulations concerning copyright, libel, fraud, discrimination and obscenity

pre-check any sites the children will be using to check that content is appropriate to the age and maturity of the children.

keeping all internet activity appropriate to professional activity or the children’s education

log off the computer used as soon as it is finished with

adhere to the fact that mobile phones should be switched off/on silent and put away in a safe place when working around pupils

only take photos of pupils when requested to by a continuous staff member and only then on school IT equipment

any equipment borrowed/taken off site is the responsibility of the holder if lost or broken

loss of any equipment / data must be reported to the business manager immediately under GDPR regulations

confidentiality must be respected and no information ascertained inside the school regarding any individual should be shared on any platform, including chat groups and social media

**Escrick Church of England Primary School**

**Acceptable Use – Pupils KS2**

I will use the internet, including online games and social media at home, responsibly and behave with respect and kindness online

I will tell a trusted adult if I witness any form of unkindness or discrimination online

I will follow instructions and use school technology as I am directed

I will turn off a monitor/tablet/close a laptop if I see anything which I believe is a concern

I will tell a trusted adult if I see anything which I believe is a concern

I will treat all equipment in school with care and respect

I understand that not everything I see and read online is real