



EDUCATION
EAST SUSSEX
TOGETHER FOR EXCELLENCE
AND INCLUSION



Visitor and Volunteer Acceptable Use Agreement

Alfriston Primary School



While I am on site or carrying out setting activity, I will

- follow staff instructions about mobile phones, smart watches, smart glasses, wearable cameras and other personal devices;
- use any setting network, account or device only for the purpose for which access has been authorised;
- keep any login details or access credentials given to me secure and not share them with another person;
- not attempt to bypass filtering, monitoring, access controls or cyber-security restrictions;
- not photograph, film, audio-record, livestream or otherwise capture children or setting activity unless I have been explicitly authorised to do so;
- not use AI-enabled smart glasses, wearable cameras or other smart devices to record, transcribe, identify or transmit information about children, staff or confidential activity unless specifically authorised;
- not use personal information, images or confidential information obtained through my visit for any other purpose;
- not post or discuss confidential information about pupils, staff, families or setting activity on social media;
- use professional and respectful communication at all times;
- report anything that makes me concerned about a child's safety or welfare immediately to the named setting contact or DSL/DDSL;
- report suspected cyber-security, privacy or data-protection incidents promptly.

Photography and events

The setting's default position is that visitors, volunteers, parents/carers and other audience members are not permitted to photograph, film, audio-record or livestream setting events unless an event-specific exception has been explicitly authorised.

If I am given system or network access

- I will use only the access provided to me and will not try to view information outside my authorised role.
- I will not connect unauthorised storage devices, software or equipment to setting systems.
- I will report suspicious messages, accidental access to confidential information or unusual system behaviour immediately.

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- I understand that activity on setting systems, networks and managed devices may be monitored or logged for safeguarding and security purposes and that access to the internet is monitored and filtered in line with KCSIE.

Acknowledgement

I understand these expectations and agree to follow them while visiting or volunteering with the setting.

Visitor / volunteer name	[Insert]
Organisation / role	[Insert]
School contact	[Insert]
Signature / acknowledgement	[Insert]
Date	[Insert]