

What's different for September 2021?

The principles remain the same so this AUP has not changed much this year but please note that if you are hiring **online tutors as part of the [DfE National Tutoring Programme](#)** you should ensure they have read the entire school safeguarding / CP policy as well as this AUP. See especially #2 in the following pages of this AUP.

We recommend you review all policies and AUPs in the light of school changes, new remote technologies etc. At remotesafe.lgfl.net you will find a document to help you with this and guidance on the safe use of remote technology and safe settings.

Cover sheet – delete this page once you have finished editing the document

- This AUP is deliberately as short as possible in order to make it practical for rapid deployment before visitors/contractors gain access to the school. You will need to decide and make clear if there are any exceptions to when this must be used (e.g. for public events, or for a short or emergency contractor visit which is fully supervised or to areas where pupils have no access, during holidays, etc).
- Where you have regular visitors, you may wish to ask them to sign the AUP for Staff / Volunteers (a template is at safepolicies.lgfl.net)
- Feel free to edit / remove / add items based on the knowledge of your school
- Items highlighted in **yellow** need editing/completing/removing before you share the document
- Feel free to add your school name and logo, but please do not try to remove our branding/links
- You may wish to combine this in the same document as any other general safeguarding agreements you ask visitors/contractors to sign
- Some schools may choose to add a section at the end for the relevant member of staff to sign the same document to say that this user has now been authorised to use/access/a school system. You may wish to add this or to refer to the staff/volunteers AUP template we provide.
- Please read this in conjunction with our online-safety policy template for schools and Acceptable Use Policies (AUPs) for other members of the school community, available at safepolicies.lgfl.net
- We would love to hear how you use this AUP / if it's useful, how we can improve it and what else we can do to support you – get in touch with @LGfLDigiSafe on [Facebook](#) or [Twitter](#)
- We provide online safety educational resources (filtered by theme or key stage) at saferesources.lgfl.net

Background

We ask all children, young people and adults involved in the life of [insert school name here] 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.

Further details of our approach to online safety can be found in the overall school Online Safety Policy. [insert link here; there is a LGfL DigiSafe template made available to schools at safepolicies.lgfl.net]

If I have any questions during my visit, I will ask the person accompanying me (if appropriate) and/or [insert name/role and how/where to contact them].

If questions arise after my visit, I will ask [insert name/role and how/where to contact them].

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 systems security, monitoring and filtering systems and/or viewed by an appropriate member of staff.
2. I will never attempt to arrange any meeting, **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.
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 to do so as part of my role
 - I will not attempt to make contact with any pupils/students or to gain any contact details under any circumstances
 - I will protect my username/password and notify the school of any concerns

Acceptable Use Policy (AUP) for VISITORS & CONTRACTORS

- I will abide by the terms of the school Data Protection Policy and GDPR protections [insert link and ensure this is issued to those visitors/contractors where such access is given]
- 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 new 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). [this document has been compiled by experts on the education working group of UKCIS and is highly recommended for use in your setting]
- 8. I will report any behaviour 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). [insert name/s here]
- 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 material which is or could be perceived to be inappropriate for children or an educational setting.

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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:** \_\_\_\_\_