



Occasional Visitors Acceptable Use Agreement and Code of Conduct

**Occasional visitors refers to visitors that are in school for a one -off occasion such as a supply teacher that is not regularly used by the school, a visiting speaker or students that are helping for single days.*

On signing the visitor's book, you agree to:

- only log onto the school network with the username and password provided for you;
- use the Internet in a responsible and safe manner;
- refrain from using your personal mobile phone or other device in any public place within the school, except the staffroom;
- not take any photographs, unless directed to by a member staff for the purpose of providing evidence for a lesson;
- report any suspected misuse or concerns about online safety whether by pupils or staff, to the headteacher or their representative;
- not take any information on pupils or staff off site unless specific permission has been given by the headteacher or their representative;
- not publishing any information online that may be offensive to staff or pupils, or may bring the school into disrepute.