



## ICT Acceptable Use Policy for Visitors

All visitors to Shalford Infant & Nursery School must adhere to our Acceptable Use Policy for visitors. This policy covers email, the internet and mobile devices. **If you do not understand anything in this policy, please ask for clarification.**

- ⊘ Mobile phones and other mobile devices are not allowed to be used on the school site.
- ⊘ Photographs or videos of pupils must not be captured by parents or visitors on the school site, without the express permission of the Headteacher.
- ⊘ If granted permission to capture images of pupils, the images must not be shared (i.e. on social media) if they clearly show any pupil other than your own child.
- ⊘ Access to the school WiFi will not be granted to visitors. Requests to access the Guest WiFi will be considered based on visitor activities.
- ⊘ Visitors who are granted access to our ICT network must not look at inappropriate materials such as pornography or extremist materials.
- ⊘ If you witness anyone capturing images of a pupil at an inappropriate or not-permitted time, please report this to one of the Designated Safeguarding Leads immediately.