

# Wentworth Primary School

## Volunteer Acceptable use of IT Policy

**Date of policy: December 2017**

**Date of Ratification by Governors: December 2018**

**Reviewed: June 2025**

**Date of next review: June 2027**



*Achieving Happily*

***As a professional organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.***

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998. Any data which is being removed from the school site, such as via email or on memory sticks or CDs, will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
2. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices (including the use of Apple watches, or similar, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
3. I will follow the school's policy regarding confidentiality, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, watches, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law.
5. I will not use my personal devices when directly working with pupils, and will only use work-provided equipment during lessons / educational activities.
6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
8. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead (Lewis Pollock).
9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead (Lewis Pollock) as soon as possible.
10. I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

