# **Enterprise Learning Alliance**

**Volunteers and Visitors**

**Appropriate Use Policy.**



**Key Details**

**Designated Safeguarding Lead: Nick Waters**

**Online Safety Lead: Michelle Silburn**

**Named Governor with lead responsibility: Linda Sampson**

**Date written: (August 2020)**

**Date agreed and ratified by Governing Body:**

**Date of next review: (September 2021)**

**This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedure**

**Policy Aim**

As a professional organisation with responsibility for children’s safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology. This AUP will help Enterprise Learning Alliance ensure that all visitors and volunteers understand the Enterprise Learning Alliance expectations regarding safe and responsible technology use.

**Policy Scope**

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Enterprise Learning Alliance both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and communication technologies**.**
2. I understand that Enterprise Learning Alliance AUP should be read and followed in line with the Enterprise Learning Alliance staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the Enterprise Learning Alliance ethos, Enterprise Learning Alliance staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

**Data and Image Use**

1. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
2. I understand that I am not allowed to take images or videos of learners.

**Classroom Practice**

1. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the Enterprise Learning Alliance online safety policy.Supervision of learners will be appropriate to their age and ability.
	* **Key Stage 1**
		+ Access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the learners age and ability.
	* **Key Stage 2**
		+ Learners will use age-appropriate search engines and online tools.
		+ Learners will be directed by the teacher to online materials and resources which support the learning outcomes planned for the learners age and ability.
	* **Key Stage 3, 4, 5**
		+ Learners will be appropriately supervised when using technology, according to their ability and understanding.
2. I will support teachers in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
3. I will immediately report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the Designated Safeguarding Lead (Nick Waters) and Online Safety Officer ( Michelle Silburn) in line with the school/setting online safety/child protection policy.
4. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music is protected, I will not copy, share or distribute or use it.

**Use of Social Media and Mobile Technology**

1. I have read and understood the Enterprise Learning Alliance online safety policy which covers expectations regarding staff use of social media and mobile technology
2. I will ensure that my online reputation and use of technology and is compatible with my role within the Enterprise Learning Alliance.  This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
	* I will take appropriate steps to protect myself online as outlined in the online safety/social media policy.
	* I will not discuss or share data or information relating to learners, staff, school/setting business or parents/carers on social media.
	* I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school/setting code of conduct/behaviour policy and the law.
3. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
	* All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
	* Any pre-existing relationships or situations that may compromise this will be discussed with the DSL (Nick Waters)
4. If I have any queries or questions regarding safe and professional practise online either in Enterprise Learning Alliance or off site, I will raise them with the Designated Safeguarding Lead (Nick Waters).
5. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
6. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
7. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the Enterprise Learning Alliance into disrepute.

**Policy Compliance, Breaches or Concerns**

1. I understand that the Enterprise Learning Alliance may exercise its right to monitor the use of Enterprise Learning Alliance information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation***.***
2. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead (Nick Waters) in line with the Enterprise Learning Alliance online safety/child protection policy.
3. I will report concerns about the welfare, safety or behaviour of staff to the headteacher/manager, in line with the allegations against staff policy.
4. I understand that if the Enterprise Learning Alliance believes that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the Enterprise Learning Alliance may invoke its disciplinary procedures.

1. I understand that if the Enterprise Learning Alliance suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Enterprise Learning Alliance visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: ………………………………………………………………………………

Signed: ………………………..................................................................................................

Date (DDMMYY)………………………………………………...