



Claypool Primary School

Visitor Acceptable Use of IT Agreement

To keep our pupils, staff, and systems safe, all visitors using school IT, Wi-Fi, or devices must follow the rules below.

1. Use of Devices & Network

- Use school IT only for the purpose of your visit.
- Use only the login details provided to you.
- Do not attempt to access restricted areas of the network.
- Do not install software or connect personal USBs without permission.

2. Internet & Wi-Fi

- Use the internet responsibly and appropriately for a primary school setting.
- Do not access or download offensive, inappropriate, or illegal content.
- Do not attempt to bypass school filtering or monitoring.

3. Photos, Videos & Recording

- Do **not** take photos, videos, or recordings on school grounds unless the Headteacher has given explicit permission.

4. Data Protection & Confidentiality

- Treat all information seen or accessed as confidential.
- Do not save, copy, or share school data on personal devices.
- Report any data or security concerns immediately.

5. Safeguarding & Conduct

- No direct digital communication with pupils unless authorised.
- Report any safeguarding concerns to staff immediately.

6. Cybersecurity

- Do not open suspicious links or emails.
- Report any unusual device or network behaviour.

7. Consequences

- Misuse may result in removal from the site, loss of access, or reporting to relevant authorities.