Blessed Dominic Catholic Primary School

Visitors and Contractors Acceptable Use Policy Agreement

Date of policy September 2026
Next Review: September 2027

Mission Statement

Our mission is to love one another, learn together and believe in God our Father.

LOVE – LEARN- BELIEVE

Acceptable Use Policy (AUP) for
VISITORS AND CONTRACTORS

Background
We ask all children, young people and adults involved in the life of Blessed Dominic Catholic Primary School to sign an Acceptable Use* Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media. Further details of our approach to online safety can be found in the overall school Online Safety Policy: https://blesseddominic.ovw1.juniperwebsites.co.uk/page/?title=Policies&pid=12

Visitors and contractors are asked to sign this document before they are allowed access to the school or its pupils. Many of these rules are common sense – if you are in any doubt or have questions, please ask the DSL – Ms Daniela Sulis.
Further details of our approach to online safety can be found in the overall school Online Safety Policy.

If you have any questions during your visit, you must ask the person accompanying you (if appropriate) and/or the school office.

If questions arise after your visit, ask Ms Daniela Sulis, contacting them through the school office.

By signing this document, I agree to the following rules:

1. Interacting with Pupils

- I will not initiate contact, communicate with, or arrange meetings with pupils, face to face or via any technology.
- I will report any safeguarding concerns or inappropriate behaviour immediately to the Ms Sulis - Deputy Designated Safeguarding Lead (DDSL) or Headteacher (if by an adult) – Mrs J Hourihan.

2. Phones, Cameras & Recording

- I will keep my personal mobile phone turned off and in my pocket when in the presence of children.
- I will not take photographs, videos, or audio recordings of the school, staff, or pupils without explicit permission from the Headteacher.
- I understand that Smart glasses and all other secret recording devices are strictly forbidden.

3. Using Devices & Networks

- I understand that I can connect personal or work devices only to the designated Guest Wi-Fi. I will not use personal mobile hotspots.
- If provided with school devices or network access, I will use them exclusively for the assigned task. I will not attempt to access pupil or staff data.
- I must lock your device screen when unattended.

- I will not access or view any material that is illegal, extreme, or inappropriate for an educational setting (e.g., adult content). I am aware that all network activity is monitored.

4. Data Privacy & AI

- I will not share my passwords or use another person's login details.
- I will report any accidental data leaks, lost devices, or suspicious emails to the school immediately.
- I will not input any personal or sensitive school data into Generative AI platforms (including AI note-takers).
- All new apps or platforms I use must be approved first, by the Senior Leadership Team (Ms J Hourihan and Ms D Sulis)
- I will keep all information learned about the school or its community confidential, and will not share or post negative comments about the school on social media.
- I will always check the accuracy, quality and safety of any Gen AI outputs, including from search engine results, before sharing with others, especially children.
- I will refer to the schools Data Protection Policy and Online Policy in order to acceptability use any pre-approved AI applications. This can be found through this link: https://blesseddominic.ovw1.juniperwebsites.co.uk/page/?title=Policies&pid=12

To be completed by the visitor/contractor:

Declaration I have read and agree to follow these rules. I understand that failure to do so may result in termination of my contract or visit.

Signature/s: _____

Name: _____

Organisation: _____

Visiting / accompanied by:

_____

Date / time: _____

To be completed by the school (only when exceptions apply):

Exceptions to the above policy:

_____

Name / role / date / time:

_____