

Occasional Visitors online safety agreement

This list of statements has been developed with Meare Village Primary School to use with visitors that are only in school for a one-off occasion such as, a supply teacher that isn't being used regularly by the school, a visiting speaker or students that are helping for single days.

On signing the visitors' book, you agree to:



- only log onto the **school network** with the user name and password provided for you;
- inform the Headteacher or their representative if you intend to **use the internet**, asking permission before using any kind of social media with the children;
- not use a personal device, including your **mobile phone** during the working day (without permission from the headteacher) and ensuring the device is not discoverable by third parties;
- not use USB or external memory device without permission
- not take any **photographs** without the specific permission of the Headteacher or their representative;
- report any suspected **misuse or concerns** about online safety whether by pupils or staff, to the Headteacher or their representative before leaving the school;
- not take any **information on pupils or staff** off site unless specific permission has been given by the Headteacher or their representative;
- not **publish any information** online that may be offensive to staff or pupils, or may bring the school into disrepute.

Name:

Signed:.....

Date: