



Acceptable Use Policy

Visitors and Contractors

September 2026 · Next review: September 2027

Introduction

We ask all children and adults involved in the life of Holy Cross & All Saints RC Primary School to follow 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.

Visitors and contractors are asked to read this document before they are given access to the school or its pupils. Regular visitors and volunteers are given the Staff, Governors and Volunteers AUP instead. Many of these rules are common sense – if you are in any doubt or have questions, please ask our Designated Safeguarding Lead (DSL), Mrs A Bell (Headteacher).

Further details of our approach to online safety can be found in the school's Online Safety Policy, which is available on the school website and from the school office.

If you have any questions during your visit, please ask the person accompanying you (if appropriate) and/or the school office. If questions arise after your visit, please contact the school office at office@holycrossallsaints.salford.sch.uk.

While you are in school, we ask you to follow these rules:

1. Interacting with pupils

- I will not start contact, communicate with, or arrange meetings with pupils, face to face or through any technology.
- I will report any safeguarding concerns or inappropriate behaviour immediately to the Designated Safeguarding Lead (if by a child) or the Headteacher (if by an adult). Our DSL and Headteacher is Mrs A Bell; our Deputy DSLs are Ms A Richardson, Mrs J Randle and Mrs R Whittaker.

2. Phones, cameras and 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 and networks

- I will connect personal or work devices only to the designated guest Wi-Fi. I will not use personal mobile hotspots.
- If I am provided with school devices or network access, I will use them only for the task I have been given. I will not attempt to access pupil or staff data.
- I will lock my device screen when it is unattended.
- I will not access or view any material that is illegal, extreme or inappropriate for a school (e.g. adult content). I am aware that all network activity is monitored.

4. Data privacy and 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 put any personal or sensitive school data into AI tools (including AI note-takers).
- Any new apps or platforms I use on school devices or networks must be approved first by the Computing Lead.
- I will keep all information I learn 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 anything AI produces, including AI answers in search results, before sharing it with others, especially children.

If these rules are not followed

Not following these rules may result in a visit or contract being ended. Any exceptions to this policy must be agreed in advance by the Headteacher.

If you have any questions, please ask the member of staff accompanying you or contact the school office at office@holycrossallsaints.salford.sch.uk.