



المدرسة الإنجليزية الخاصة
THE ENGLISH PRIVATE SCHOOL
Umm Al Quwain

Tel : +971-7649799, Fax : +971-7649899

Website : www.teuaq.com email : teschool@emirates.net.ae

ACCEPTABLE USE POLICY – VISITORS / CONTRACTORS

This Acceptable Use Policy sets out the roles, responsibilities and procedures for the acceptable, safe, and responsible use of all digital and communication technologies (including the use of school-based devices, the internet, email, instant messaging, and other social networking technologies, mobile phones etc) to safeguard adults and students.

ACCEPTABLE USAGE AGREEMENT

- a. Exemption for Official Authorities (MOE, Civil Defense etc)**
- b. Exemption for Invited Guests for School Events**
- c. AMC Contractors (Sign this AUP along with AMC)**
- d. Short or Emergency Contractor visit (which is fully supervised or to areas where student have no access)**

Related Policy Documents :

- 1. Child Safety & Protection Policy**
- 2. Social Media Usage Policy**
- 3. Mobile Phone Usage Policy**
- 4. Cyber Bullying / Anti Bullying Policy**
- 5. Data Protection & Privacy Policy**

1. I understand that any activity on a school device or using school networks/platforms/internet may be monitoring and filtering systems and/or viewed by an appropriate member of staff.
2. I will leave my phone in my pocket and turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission from the Manager (this may be delegated to other staff) and it will be done in the presence of a member staff.
3. If I am given access to school-owned devices, networks, cloud platforms or other technology:
 - ✓ I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
 - ✓ I will not attempt to access any student/ staff / general school data unless expressly instructed to do so as part of my role
 - ✓ I will not attempt to make contact with any students or to gain any contact details under any circumstances



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- ✓ I will protect my user name/password and notify the school of any concerns
- ✓ I will abide by the terms of the school Data Protection Policy (*Read Data Protection Policy*)
- 4. I will not share any information about the school or members of its community that I gain as a result of my visit in any way or on any platform except where relevant to the purpose of my visit and agreed in advance with the school.
- 5. I will not reveal any new information on social media or in private which shows the school in a bad light or could be perceived to do so.
- 6. I will not do or say anything to undermine the positive online-safety messages that the school disseminates to students and will not give any advice on online-safety issues unless this is the purpose of my visit and this is pre-agreed by the school.
- 7. I will only use any technology during my visit, whether provided by the school or my personal/work devices, including offline or using mobile data, for professional purposes and/or those linked to my visit and agreed in advance. I will not view material which is or could be perceived to be inappropriate for children or an educational setting.

To be completed by the Visitor/Contractor

I have read, understood and agreed to this policy.

The School reserve the right to update or modify the above terms at any time without prior notice. Your use of the Service following any such change constitutes your agreement to follow and be bound by these terms as modified.

Name :
Organisation :
Visiting / Accompanied by :
Date / time :

(Sign)

To be completed by the School

Approved By (Name & Designation) :

(Sign with Date)

(School Seal)