

# Visitor Acceptable Use Policy

(For guests who are using school information systems)



I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school.

- I understand that my use of school / academy systems and devices and digital communications will be monitored;
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting;
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act), that is inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials;
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person;
- I will not access, copy, remove or otherwise alter any other user's files, without permission;
- I will ensure that if I take and / or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured;
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school;
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work;
- I will not install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so;
- I will not disable or cause any damage to school equipment, or the equipment belonging to others;
- I will immediately report any damage or faults involving equipment or software, however this may have happened;
- I will ensure that I have permission to use the original work of others in my own work;
- Where work is protected by copyright, I will not download or distribute copies (including music and videos);
- I understand that if I fail to comply with this Acceptable Use Agreement, the school has the right to remove my access to school systems / devices.

## **Torquay Girls' Grammar School is in no way responsible for:**

Personal devices that are broken while at school or during school-sponsored activities. Personal devices that are lost or stolen at school or during school-sponsored activities. Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, having an appropriate antivirus program, fixing any software or hardware issues).

TGGS accept no liability for any damage to personal ICT equipment, configuration, software or data however caused, including loss/corruption of data or malware infection, while using the TGGS network.