TONBRIDGE
GRAMMAR SCHOOL

Tonbridge Grammar School Visitor and Contractor Acceptable Use Agreement

I understand that:

- safeguarding is everyone's responsibility;
- my use of technology must support the safety and wellbeing of students;
- activity on school devices, systems, networks and internet connections may be monitored for safeguarding, security and operational purposes;
- information obtained during my visit must be treated as confidential.

I will:

- follow all safeguarding instructions provided by the School;
- report immediately any safeguarding concern or inappropriate behaviour involving a student or adult;
- use only the School's guest wireless network when authorised to connect a personal device;
- use any School-provided device, account or system only for the purpose for which it has been provided;
- keep passwords and login details secure;
- protect any information I access during my visit;
- use artificial intelligence (AI) tools responsibly and not enter confidential, personal or sensitive information into AI systems;
- check the accuracy and appropriateness of any AI-generated content before sharing it with others;
- behave professionally and responsibly at all times.

I will not:

- communicate directly with students without the knowledge and approval of the School;
- arrange meetings with students outside the purpose of my visit;
- use personal email accounts, messaging services, social media or other platforms to communicate with students;

- photograph, film or record students, staff or the School site without prior permission;
- use smart glasses, body-worn cameras or other recording devices on site without permission;
- attempt to access student, staff or School data unless specifically authorised;
- access, create, store or share material that is illegal, offensive or inappropriate for an educational setting;
- share confidential information gained through my work or visit;
- publish content online that could compromise the safety, privacy or reputation of members of the School community;
- attempt to bypass the School's filtering, monitoring or security systems.

Declaration

I have read, understood and agree to comply with this Visitor and Contractor Acceptable Use Agreement.

Name: _____

Organisation: _____

Signature: _____

Date: _____

Visiting/Accompanied by: _____

Tonbridge Grammar School Acceptable Use Policy (Visitors and Contractors) 2026-27
Reviewed: September 2026
Review cycle: Annual
Next review: September 2027
Review level: Head Teacher

Policy Equality Statement
We have carefully considered and analysed the impact of this policy on equality and the possible implications for students with protected characteristics. This forms part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.