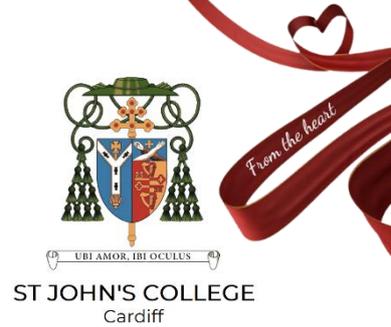# Visitor & Third-Party Acceptable Use of ICT Policy

St John's College, Cardiff

VISITOR & THIRD-PARTY ACCEPTABLE USE OF ICT POLICY

This policy applies to all sections of the School:
Sixth Form, Senior School, Junior School,
Infant School & Nursery.

Version: *February 2026*

To ensure the security and reputation of the school, all visitors accessing the school network are required to adhere to the following code of conduct:

1. **Personal Responsibility:** Visitors accept responsibility for reporting any observed misuse of the school network or equipment to a senior member of staff.
2. **Network Access & Security:** Wi-Fi passwords provided for visitor use are strictly confidential. The sharing of these passwords with any other individual, whether within or outside of the school, is strictly prohibited.
3. **Professional Communication:** Any digital communication involving the school must remain strictly professional.
4. **Acceptable Content**: The sending or receiving of inappropriate or offensive material via the school network is strictly forbidden. Do not reply to any offensive communications received; instead, notify school leadership.
5. **Account & Device Security:** Visitors are responsible for the security of their own devices while connected. Please ensure you sign out of any shared school resources or Google Workspace services after use.
6. **Social Media & Chat:** Use of social networking or social chat services should be avoided during official visiting hours unless required for the purpose of the visit..
7. **Responsible Searching:** Internet searches must be conducted responsibly. The School's preferred browser is Google Chrome.

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DECLARATION

I have read, understood, and agree to the rules included in this Visitor & Third-Party Acceptable Use of ICT Policy.

Signed: . . . .   Date: . . . .

Print Name: . . . .

Access to the School's Wi-Fi network and ICT systems is provided on the basis of this Visitor & Third-Party Acceptable Use of ICT Policy. By connecting to or using the School's network, users are deemed to have read, understood and agreed to comply with this Policy.

The School reserves the right to withdraw access at any time in the event of non-compliance.