

Stoborough Nursery Acceptable Use of Technology Policy & Agreement

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure that:

- Staff and volunteers will act responsibly to stay safer while online, being a good role model for younger users.
- effective systems are in place for the online safety of all users and the security of devices, systems, images, personal devices and data.
- staff and volunteers are aware of and can protect themselves from potential risk in their use of online technologies.

The term “professional” is used to describe the role of any member of staff, volunteer or responsible adult.

For my professional and personal safety I understand that:

- I will ensure that my on-line activity does not compromise my professional responsibilities, nor bring my group into disrepute.
- My use of technology could be monitored.
- When communicating professionally I will use the technology provided by the group – The nursery e-mail, the Tapestry programme, the nursery iphone or Stoborough Nursery Facebook page.
- These rules also apply when using the group’s technology either at home or away from the group base.
- Personal use of the group’s technology is only acceptable with permission.

For the safety of others:

- I will not access, copy, remove or otherwise alter any other user’s files, without authorisation.
- I will communicate with others in a professional manner.
- I will share other’s personal data only with their permission.
- I understand that any images I publish will be with the owner’s permission and follow the group’s code of practice.
- I will only use the group’s equipment to record any digital and video images, unless I have permission to do otherwise.

For the Safety of the group

- I will not try to access anything illegal, harmful or inappropriate.
- It is my responsibility to immediately report any illegal, harmful or inappropriate incident.
- I will not share my online personal information (eg social networking profiles) with the parents/carers or children in my care
- I will not deliberately bypass any systems designed to keep the group safer.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Personal Data Policy (or other relevant policy). Where personal data is transferred, externally, it must be encrypted.
- I understand that data protection policy requires that any personal data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by the organisation’s / group’s policy to disclose such information to an appropriate authority.
- Personal passwords and those of other users should always be confidential.
- I will not download anything that I do not have the right to use.
- I will only use my personal device if I have permission and use it within the agreed rules
- I will inform the appropriate person if I find any damage or faults with technology.
- I will not attempt to install programmes of any type on the devices belonging to the group, without permission

Adopted at Meeting of Stoborough Nursery on Signed

Position.....To be reviewed June 2017

