

Acceptable User Policy

ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life. This policy is designed to make sure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its content. If you have any concerns or need clarification you can talk to Kerry Goodwin or Karen Richardson. (E-safety Champions)

- I will comply with the Cranborne Pre-school E-safety Policy.
- I understand that using the setting's ICT system for a purpose not permitted by Cranborne Pre-school may result in disciplinary or criminal procedures.
- I will comply with the ICT system and not disclose any passwords provided to me by the Leader.
- I will only use the setting's email/internet for professional purposes.
- I will not use the setting's ICT system to access personal emails.
- I will not install any hardware or software without the permission of Kerry Goodwin.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will only take, store and use images of children, or staff for professional purposes in line with the setting's use of photographs and with written consent of the parent, carer or staff member. I will not distribute images outside of the setting without the permission of the parent/carers, member of staff or Leader.
- I will make sure that my online activity both inside and outside the setting will not bring my professional role and the settings reputation into disrepute.
- I will support the setting's E-safety policy and help children to be safe and responsible in their use of ICT and related technologies.
- I will report any incidents of concern regarding children's safety to the E-safety Champions, the Safeguarding Designed Lead or Leader.

In the event of an allegation of misuse by a member of staff, volunteer or committee member, a report should be made to the Designated Safeguarding Lead (DSL) immediately. Should the allegation be made against the DSL, a report should be made to the Chair of the Committee. Procedures should be followed in line with the E-safety Policy, Safeguarding Policy and Employment Policy. Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, Ofsted and/or the Police should be notified as applicable.

In the event that a child accidentally accesses inappropriate material, it must be reported to an adult immediately, who should report to the E-safety Champion. Appropriate action should be taken to hide or minimise the window. The computer should not be switched off, not the page closed, in order to allow investigations to take place. The child's parents/carers should be informed as soon as possible.

This policy was adopted on

Date to be reviewed

Signed on behalf of the committee

