



## 01.02 Acceptable Use Policy

ICT is an integral part of the way our setting runs every day. We use the internet for the everyday running of the setting and the education of the children. Our aim is to prevent unacceptable usage of the internet by children, staff, trustees, and visitors.

This policy applies to all individuals who have access to work-related ICT equipment, which includes internet and email access, and that includes:

- Children
- Early years Practitioners and Management
- Students
- Volunteers
- Visitors
- Outside agencies
- Contractors

### Policy statement of Intent

Our Acceptable Use Policy intent is to:

- Set guidelines and rules on the use of our ICT resources for staff, children, trustees and parents.
- Establish clear expectations for the way all members of the setting engage with each other online.
- Support our setting's policy on data protection, e-online safety, and safeguarding
- Prevent disruption to our setting through the misuse, or attempted misuse, of ICT systems.
- Support our setting in educating children safe and effective internet and ICT use.

Any breaches of this policy may be dealt with under our Adult Behaviour policy

### Acceptable use agreement:

The agreement needs to be signed by parents/carers, and this will be reviewed on an annual basis, to enable children to use ICT systems available at our setting that is linked to the internet. The agreement is to be used to inform all children of the appropriate behaviours expected to ensure online safety.



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School age children will be asked to sign this agreement with their parents/carers, and Pre-School children are too young to sign the agreement themselves, but we require the parents must talk to their child about being safe on the internet and parents must sign the agreement themselves to say this has been done.

### **Unacceptable use**

We consider unacceptable use of our setting's ICT facilities by any member of our community, staff, children, parents, trustees, or visitors. Any breach of this policy may result in disciplinary or behaviour proceedings.

### **Unacceptable use of our settings ICT includes:**

- Use our settings ICT equipment to breach intellectual property rights or copyright.
- Use our settings ICT equipment to bully or harass someone else or to promote unlawful discrimination.
- Breaching our settings policies or procedures.
- Any illegal conduct or statements which are deemed to be advocating illegal activity.
- Assessing, creating, storing, linking to or sending material that is pornographic, obscene or otherwise inappropriate.
- Activity which defames or disparages our setting, or risk bringing the setting into disrepute.
- Sharing confidential information about the setting, the children, or other member of the setting community.
- Connecting any device to the setting ICT network without approval from authorised personnel.
- Setting up any software, that has not been agreed by our settings Management team.
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to our settings ICT facilities.
- Causing intentional damage to ICT facilities.
- Removing, deleting, or disposing of ICT equipment, or programmes without permission by our setting's management.
- Causing intentional damage to ICT facilities.
- Removing, deleting, or disposing of ICT equipment, programs or information without permission by our settings Management team.
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation.
- Using inappropriate or offensive language.



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- Promoting a private business, unless that business is directly related to our setting.
- This is not an exhaustive list. Our setting reserves the right to amend this list at any time. The Management team will use their professional judgment to determine whether any act or behaviour not on the list above is considered unacceptable use of our settings ICT facilities.

### **Unacceptable behaviour:**

- Not having any child safe software/parent controls set up.
- Using not age-appropriate apps or websites.
- Children being left on their own on the internet, and not being supervised.
- Being on the internet for too long.
- Not having password protection.
- Using it for too long.
- Not stopping when asked by an adult to move away.

### **Undesirable materials:**

- language that is abusive, profane, inflammatory, insulting, harassing or otherwise offensive on Web Sites or e-mail messages.
- Racist, exploitative, or illegal materials or messages on Web Sites or e-mails.

### **Undesirable contacts:**

- E-mail messages from unknown or unverified parties, who seek to establish a child's identity and/or to communicate with them, such as for advertising or potentially criminal purposes

### **Who is responsible for maintaining the ICT facilities?**

Rachel Austin, our Centre Manager, is overall in charge of the ICT facilities in our setting.

Our ICT equipment we currently use are the following:

- Laptops x 3
- Samsung Tablets x 7
- 1 TV with access to internet via chrome cast
- Amazon Alexa

### **Use of phones and email**

- Our setting provides each member of staff with an email address. This email account should be used for work purposes only.



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- All work-related communications should be conducted using the email address our setting has provided.
- Staff must not share their personal email addresses with parents and children.
- Staff must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.
- Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purpose of disclosure. All email messages should be treated as potentially retrievable.
- Staff must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient. Our setting uses Egress for this.
- If staff receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the staff member must not make use of that information or disclose that information.
- If staff send an email in error which contains the personal information of another person, they must inform the **Data Protection Officer, who currently is Kate Warburton**, immediately and follow our data breach procedure.
- Staff must not give their personal phone numbers to parents or children. Staff must use our telephone to conduct all work related calls.

### **Personal use**

Member of staff should ensure that their use of social media, either for work or personal purposes, is always appropriate.

### **Our settings social media accounts**

Our setting has an official Facebook and Twitter page, managed by [Anita@woodfieldnest.co.uk](mailto:Anita@woodfieldnest.co.uk) with support from [Rachel@woodfieldnest.co.uk](mailto:Rachel@woodfieldnest.co.uk). Staff members who have not been authorised to manage, post to the account, must not access, or attempt to access the account.

### **Office Computers & staff tablets**

- Office computers use Microsoft Windows Security.



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- Staff tablets have Kasperkey Internet Security, which is renewed yearly and are scanned and updated regularly.
- Office computers & tablets share the same Google account.
- Adults **MUST** remain with children when they are searching for information on the adult's tablet, supervision must continue at all times.
- Staff tablets will be used to take pictures and videos of staff's key children. The pictures and videos may be uploaded to ParentZone/iConnect, our observation programme with parents' consent.
- A designated member of staff is responsible for e-safety and online usage, this member of staff is Rachel Austin .

### **Children's tablets**

Children can use tablets, while sitting with staff who are support the child access the programme they require.