

# St Lawrence Pre-School

## Acceptable Use Policy Procedures & Agreement



### **Policy**

St Lawrence Pre-School Acceptable Use Policy (AUP) aims to safeguard our children by promoting appropriate and acceptable use of information and communication technology (ICT). To outline the roles and responsibilities of all individuals who are to have access to and/or be users of work-related ICT systems. To ensure all ICT users have an acute awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be supplied.

### **Scope**

AUP applies to all individuals who have access to and/or are users of work-related ICT systems. This includes children, parents and carers, early years practitioners and managers, volunteers, students, visitors and contractors.

Parents and carers, and where applicable, other agencies, will be informed of any incidents of inappropriate use of ICT that takes place on-site, and where known, off-site.

### **Roles and responsibilities**

Registered person

The registered person – Donna Bishopp has overall responsibility for ensuring online safety is considered an integral part of everyday safeguarding practice. This includes ensuring:

- Early Years Practitioners receive the appropriate training, guidance, time and resources to effectively implement online safety policies and procedures
- Clear and rigorous policies and procedures are applied to the use/non-use of personal ICT equipment by all individuals who affect or come into contact with the St Lawrence Pre-School. Such policies and procedures include the personal use of work-related resources.
- The AUP is implemented, monitored and reviewed regularly, and all updates are shared with relevant individuals at the earliest opportunity.
- Monitoring procedures are open and transparent.
- Allegations of misuse or known incidents are dealt with appropriately and promptly, in line with agreed procedures, and in liaison with other agencies, where applicable.
- Effective online safeguarding support systems are put in place, for example, filtering controls, secure networks and by encryption and virus protection.

The Safeguarding Designated Officer is Donna Bishopp, the Deputy is Mary Bilham and they are responsible for ensuring:

- Agreed policies and procedures are implemented in practice.
- All updates, issues and concerns are communicated to all ICT users.
- The importance of online safety in relation to safeguarding is understood by all ICT users.
- The training, learning and development requirement of all staff is monitored and additional training needs identified and provided for.
- An appropriate level of authorisation is given to ICT users. Not all levels of authorisation are the same – this depends on, for example, the position, work role and experience of the individual concerned. In some instances, explicit individual authorisation must be obtained for specific activities where deemed appropriate.
- Risk assessment completed and review minimum annually.
- Any concerns and incidents are reported in a timely manner in line with agreed procedures.
- The learning and development plans of children and young people will address online safety.
- A safe ICT learning environment is promoted and maintained.

All Early Years Practitioners will ensure:

- The timely reporting of concerns in relation to alleged misuse or known incidents, subject to agreed procedures.
- ICT equipment is checked before use and all relevant security systems judged to be operational.
- Awareness is raised of any new or potential issues, and any risks which could be encountered as a result.
- Children are supported and protected in their use of online technologies-enabling them to use ICT in a safe and responsible manner.
- Online safety information is presented to children as appropriate for their age and stage of development.
- We will endeavour to ensure that children know how to recognise and report a concern. Children are encourage to turn device face down and inform supervising adult of not liking what's been seen.
- All relevant policies and procedures are adhered to at all times and training is undertaken as it is required.

## **Parents Committee**

Parents and carers will also be required to sign additional Acceptable

Use Agreements if they are to undertake any voluntary work within the St Lawrence Pre-School and/or participate on associated trips or visits.

Early Years Practitioners work-based online technologies:

To access age appropriate resources for children. For research and information purposes; □

For study support.

All Early Years Practitioners are subject to authorised use as agreed by the Safeguarding Designated Officer (SDO).

Authorised users have their own individual password. Users are not generally permitted to disclose their password to others, unless required to do so by law or where requested to do so by the SDO. All computers and related equipment are locked when unattended to prevent unauthorised access.

All Early Years Practitioners are provided with a copy of the Acceptable Use Policy and a copy of the Acceptable Use Agreement, which they must sign, date and return. A signed copy is to be kept on file.

The use of personal technologies is subject to the authorisation of the SDO, and such use will be open to scrutiny, monitoring and review.

Should it be alleged, that an Early Years Practitioner or manager is to have misused any ICT resource in an abusive, inappropriate or illegal manner, a report will be made to the SDO immediately. Should the allegation be made against the SDO a report will be made to the Deputy SDO. Procedures will be followed as appropriate, in line with the Child Protection Policy and/or Disciplinary Procedures. Should allegations relate to abuse or unlawful activity, Chair, Children's Social Care, the Local Authority Designated Officer, Ofsted and/or the Police will be notified as applicable.

All children will only be able to access ICT Resources with the supervision of an Early Years Practitioner.

In the event that a child should accidentally access inappropriate material, appropriate action is to be taken to hide or minimise the window. The computer will not be switched off nor will the page be closed, as it may be necessary to refer to the site during investigations to allow effective filters to be put in place to prevent further inadvertent access. This must be reported to the SDO immediately.

### **Acceptable use by visitors, contractors and others**

All individuals who affect or come into contact with the early years setting are expected to behave in an appropriate and respectful manner. No such individual will be



permitted to have unsupervised contact with children. All guidelines in respect of acceptable use of technologies must be adhered to. The right to ask any individual to leave at any time is to be reserved.

### **Behaviour Policy**

It should be recognised that all inappropriate behaviours will be taken seriously and dealt with in a similar way, whether committed on or offline. There are to be consistent expectations for appropriate behaviour in both the 'real' and 'cyber' world and this is reflected in all relevant policies.

### **Child Protection Policy and ICT Misuse Policy**

The Child Protection Policy and the ICT Misuse Policy are to be referred to when dealing with any incidents that occur as a result of the intentional or unintentional misuse of ICT. Any allegations of abuse or other unlawful activity are to be reported immediately to the SDO who will ensure procedures outlined in the Safeguarding Policy are followed with immediate effect.

### **Personal, Social and Emotional Development (PSED)**

The promotion of online safety within PSED activities is considered essential for meeting the learning and development needs of children and young people. Key messages to keep children and young people safe are promoted and should be applied to both online and offline behaviours.

Reason for issue	Issued by (signed by)	Date	Review	Date	Chair/Committee

St Lawrence Pre-School

## Acceptable Use Agreement for Staff and Volunteers

St Lawrence Pre-School's Acceptable Use Agreement is intended to support the online safety of the setting and individual staff and volunteers through:

- Staff and volunteers acting responsibly to stay safer while online and being good role models for younger users.
- Effective systems being in place for the online safety of all users and the security of devices, systems, images personal devices and data.
- Staff and volunteers being aware of how they 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 should ensure that my on-line activity does not compromise my professional responsibilities, nor bring the St Lawrence Pre-School into disrepute.
- My use of technology could be monitored.
- When communicating professionally I will use the technology provided by the setting (e.g. email). These rules also apply when using the Pre-School's technology either at home or away from the setting.
- Personal use of the Pre-School'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 will use the Pre-School's equipment to record any digital and video images

### **For the safety of the setting, I understand that:**

- 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 (e.g. social networking profiles) with the children in my care.
- I will not deliberately bypass any systems designed to keep the Pre-School safer.

- 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 setting'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 setting without permission.

I have read and understand the above and agree to use the settings technology and my own devices when carrying out communications related to the group within these guidelines. I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

Staff/Volunteer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_