



## ACCEPTABLE USE OF TECHNOLOGIES POLICY

[adapted from South Gloucestershire Council's Guidance Document]

This applies to the use of technologies<sup>1</sup> on the registered premises of Footprints Pre-school Playgroup and in any locations visited in connection with the running of the setting<sup>2</sup>. It applies to technologies owned by the setting and those owned by others. Although Footprints currently has no internet access, the use of internet by children is included in case of future availability.

### PURPOSE

To try to ensure that:

- children in our care are kept as safe as possible;
- all adults and children at Footprints will be responsible users who are pro-active about their own safety;
- there is no risk to the safety or security of the children or adults or to the safety, reputation or sustainability of the setting itself;
- Footprints ICT technologies and users are protected from accidental or deliberate misuse which could put the setting and its users at risk.

### Keeping safe

The setting's owner/leader/manager will monitor the use of ICT, email and other digital communications.

Adults (and where appropriate children):

1. will only use their own user names and passwords which will be carefully chosen so that they cannot be easily guessed and will not use any other person's username and password;
2. will ensure that all data (including business documents and files) are regularly backed up;
3. will not engage in any on-line activity that may compromise their professional responsibilities or compromise the reputation of the setting or the safety and wellbeing of staff or children;
4. will ensure that the personal data for any child or family is kept private and confidential, except when we are required by law or by the setting's policy to disclose it to an appropriate authority;
5. will only transport, hold, disclose or share personal information about themselves or others, in ways agreed by this setting and will not send personal information by e-mail as this is not secure;
6. will not send the personal data electronically if security cannot be guaranteed;
7. will ensure that there are suitable filtering and security systems in place and that they are not bypassed;
8. will ensure that all photographs of children cared for by the setting are taken on the Footprints camera(s) and are stored and used responsibly.
9. adults will only use their own equipment if given specific permission for a particular occasion. As soon as possible after taking these images they will transfer them all onto the setting's equipment and delete them all from their own personal equipment;
10. the professional photographer who visits annually, is required to sign a declaration that they will not display any of the photographs of children taken at Footprints Pre-school Playgroup on any literature, whether in paper form or via a website to promote their business.
11. will ensure that children and adults will only use their personal ICT in the setting for permissible activities and will follow the rules set out in this agreement.

### Promoting Safe Use by Children

Adults (and where appropriate children):

1. will model safe use of the internet and help children to learn to use technologies safely;
2. will take all reasonable steps to ensure that all use of the internet is supervised and deal with any issues that arise;
3. will take immediate action in line with our setting's policy if a child reports any concerns or if an issue arises that might compromise the safety of any users, or the security of the setting.

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<sup>1</sup> The term **technologies** refers to computers/laptops, mini-books, mobile phones, any devices with internet access, memory sticks, cameras and any equipment which stores personal information (databases, electronic records, contact details etc).

<sup>2</sup> The term **setting** in this document means Footprints Pre-school Playgroup.

## Communicating and sharing

Adults (and where appropriate children):

1. will communicate online in a professional manner and tone (This includes communication by text message.) and will not use aggressive/inappropriate language nor compromise either the provider's position or the reputation of the setting;
2. will only communicate with children and parents/carers using official systems owned by the setting;
3. will be aware that any communication from a child or adult on these premises could be forwarded to Footprints Management Committee;
4. if using chat and social networking sites, will not communicate any confidential information about anyone [child, family, member of staff or volunteer] who attends or has attended Footprints Pre-school Playgroup; nor will they post any images of these people without express permission from each individual;
5. will not use personal email addresses on the setting's ICT systems unless given permission;
6. will not access, copy, remove or otherwise alter any other users' files, without their permission;
7. will ensure that permission is obtained to use the original work of others and will credit them if it is used. We will not download or distribute copies of material (including music and videos) which is protected by copyright.
8. will only take images<sup>3</sup> of children and staff where it relates to agreed learning and management activities and will ensure that parent/staff permission is obtained before the images are taken;
9. will ensure that, where these images are published (e.g. on the setting website or in a newsletter) it will not be possible to identify the children who are featured by name or to discover any other personal information about them;
10. will ensure that parental/staff permission will be obtained if images are to be published online or in the media;
11. will not use personal equipment (including cameras and mobile phones) to record images unless specific permission has been given;
12. will not keep images of children stored on personal equipment unless permission has been given. If this is the case we will ensure that these images can not be accessed or copied by anyone else or used for any purpose unless given permission.

## Research and Recreation

Adults (and where appropriate children):

1. will ensure that technology equipment is not used to upload, download or access any materials which are illegal (e.g., child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or are inappropriate or may cause harm or distress to others;
2. will not (unless permitted) make large downloads or uploads that might take up internet capacity;
3. will understand that all the setting's ICT equipment is primarily intended to support management and learning and will only be used for personal or recreational use if permission has been given.

## Buying and Selling

Equipment owned by the setting will not be used for online purchasing unless permission has been given to do so and for Footprints' purposes only

## Problems

We will ensure that others understand their duty immediately to report to the provider:

- any illegal, inappropriate or harmful material or incident of which they become aware;
- any damage or faults involving equipment or software, however this may have happened;
- **If we believe a young person may be at risk we will follow the child protection procedures;**
- **If we believe a child or adult may be being bullied we will follow the agreed procedures.**

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<sup>3</sup> The term *images* includes **all still photographs and moving images** on mobile phones and on either traditional or digital cameras.

We will ensure that others understand their duty not to:

- install or store programmes on a computer owned by the provider unless they have permission;
- try to alter computer settings, unless this is allowed in this setting's policies;
- cause damage to ICT equipment in the setting;
- open any pop-ups or attachments to emails unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

**Acceptable Use Of Technologies Policy Agreement Form**

In order to ensure that all staff and volunteers understand these responsibilities and comply with this policy, we will require them to sign the agreement form supplied by South Gloucestershire Council.

**SEE ALSO ACCEPTABLE USE OF TECHNOLOGIES POLICY AGREEMENT FORM  
SAFEGUARDING POLICY  
MOBILE PHONE POLICY  
BEHAVIOUR POLICY  
INCLUSION POLICY**

Date reviewed.....

Signed.....

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