

Acceptable Use Policy for Staff, Volunteers and Students

Background

Technology has transformed learning, entertainment and communication for individuals and for all Settings that work with children 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, volunteers and students 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, volunteers and students 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, student 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 Setting into disrepute.**
- **My use of technology could be monitored.**
- **When communicating professionally I will ONLY use the technology provided by the Setting (e.g. email).**
- **I will not pursue or respond to personal communication through social networks from children/young people in the Setting or their mother/father/carer.**
- **These rules also apply when using the Setting’s technology either at home or away from the Setting’s base.**
- **Personal use of the Setting’s technology is only acceptable with permission and will be subject to random checks by Maria Oates, Hannah Gamble or Karen Midgley.**
- **Personal use of personal technology is only acceptable with permission and will be subject to random checks by Maria Oates, Hannah Gamble or Karen Midgley. Maria Oates, Hannah Gamble and Karen Midgley’s personal technology will be subject to random checks by Andy Holmes or another aforementioned person.**

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 Setting’s code of practice.**
- **I will use ONLY the Setting’s equipment to record any digital and video images, unless I have permission to do otherwise.**

For the safety of the Setting, I understand that:

- I will not deliberately 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 and young people in my care.
- I will not deliberately bypass any systems designed to keep the Setting safer.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the e-Safeguarding 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 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 Setting's technology and my own devices when carrying out communications related to the Setting 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/Student Name

Signed

Date