



CHILD PROTECTION

1.7 Fernhurst Pre- School Staff Acceptable Use Policy

All Information Communication Technology (I.C.T) equipment used in Fernhurst Pre-school is intended for educational or record keeping purposes.

All users are required to follow the conditions laid down in the policy. Any breach of these conditions may lead to the withdrawal of the user's access, and could lead to a disciplinary caution, dismissal and may lead to criminal prosecution.

Conditions of Use

Personal Responsibility

All users are responsible for their own behaviour and communications. All staff will be expected to use the resources for the purpose for which they are made available. It is the responsibility of each member of staff to take all reasonable steps to ensure compliance with the conditions set out here.

All users will accept personal responsibility for reporting any misuse of I.C.T equipment including Tapestry to the Manager or Chair of the management committee.

Acceptable Use

All computer systems and tablet computers used in the setting, will at all times be available to be monitored by a senior member of staff, to ensure they are being used in a responsible fashion.

Below is a set of rules for use of I.C.T equipment used within the setting and social media sites, that must be complied with, this is not an exhaustive list.

1. I will not create, transmit, display or publish any material that is likely to : harass, cause offence, inconvenience or needless anxiety to any person, or bring Fernhurst Pre-school into disrepute.
2. I will use appropriate language. I will remember that I am a representative of the Pre-school on a global public system. Illegal activities of any kind are strictly forbidden.
3. I will not use language that could be calculated to incite hatred against any ethnic, religious or minority group.
4. I understand that staff under reasonable suspicions of misuse in terms of time, activity or content can have their usage monitored and will be placed under investigation.
5. I will not reveal any personal information e.g. home address, telephone number, social networking details of others to any unauthorised person.
6. I will ensure that my individual log in credentials including passwords are not shared or used by anyone other than myself.
7. I will ensure I have logged out of any website or profile after my session has ended.
8. If I use a computer or tablet that is already logged in with someone else's name, I will not continue using the machine.
9. I will not use personal digital cameras or camera phones during the Pre-school session, and that these will be kept in the office and only used when the children are not present.
10. Tablet computers used by individual staff who have purchased them to use Tapestry at Pre-school will make them available at all times for inspection by the Manager.
11. I will not attempt to visit websites that might be considered inappropriate or illegal.
12. I will consider carefully who have access to my social media pages, especially with those connected with my professional duties, such as school parents. I will ensure that any private social networking sites or blogs etc. that I create or contribute to are not confused with my professional role in any way.

13. I will not attempt to harm or destroy any equipment or data of another user.
14. I will ensure at the end of a session all portable I.C.T equipment will be locked away.
15. When taking photographs where possible I will avoid including other children in the picture.
16. I will ensure that when using portable equipment, I will use it within sight of other members of staff, in the communal areas of the setting.
17. If taking a tablet computer home to work on Tapestry. I will ensure I will have signed for it, noting the date and time of borrowing and return. All photographs taken during the session on the tablet will be entered onto Tapestry and then deleted from the tablet.

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| This policy was adopted by | Fernhurst Pre-school | <i>(name of provider)</i> |
| On | _____ | <i>(date)</i> |
| Date to be reviewed | _____ | <i>(date)</i> |
| Signed on behalf of the provider | _____ | |
| Name of signatory | _____ | |
| Role of signatory (e.g. chair, director or owner) | _____ | |