



ICT (ACCEPTABLE USE) POLICY FOR KINDERGARTEN STAFF (incorporating the use of Social Networking Sites)

AIMS

The aims of this Policy are to ensure that:

- staff will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use
- Kindergarten ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- staff are protected from potential risk in their use of ICT in their everyday work

AGREEMENTS

Data Protection

- I will not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
- I will ensure I have logged off or locked the system when I am not at the computer.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I understand that all personal data held on the Kindergarten's network is subject to the Data Protection Act 1998 and the kindergarten's Data Protection Policy.

Laptops and Portable Devices

- I understand that I must take every reasonable precaution to secure any data or equipment removed from the kindergarten premises.
- I understand that where data of a personal nature such as Kindergarten reports, IEPs, correspondence, photographs and assessment data is taken home on a kindergarten laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the Kindergarten's Data Protection Policy. Care must therefore be taken to ensure its integrity and security.
- I will keep Kindergarten equipment safe and secure at all times, especially when travelling.
- I will take every reasonable precaution to ensure that any external storage device e.g. USB memory stick, is kept secure.

Pupil Protection

- I understand that children must be supervised at all times when on computer equipment.

- The teaching of Internet safety is included in the Kindergarten's ICT Scheme of Work, but all teachers within the Kindergarten should be including Internet safety issues as part of their discussions on the responsible use of the Kindergarten's computer systems.

Recording & Publishing Images/Videos

- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the Kindergarten's policy on the use of digital / video images, as listed in the e-safety Policy
- I will not use my personal equipment to record these images, unless I have permission from the Head to do so.
- I will not publish images or videos taken to personal websites whilst on Kindergarten business.
- Where children's work and images are published (e.g. on the Kindergarten website) these will be for educational purposes and it will not be possible to identify them by name, or other personal information.

Software and Hardware

- I will not attempt to install any software or hardware
- Before purchasing any hardware or software I will gain permission from the Senior IT Manager who will ensure its relevance and necessity.
- I will not disable or cause any damage to kindergarten equipment, or the equipment belonging to others
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- If I use a personal hand held device (e.g. laptop / mobile phone / USB etc) in Kindergarten, I will do so in a professional manner, in the same way as if I were using kindergarten equipment, and ensure that children are not exposed to inappropriate material. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. I also understand that I am responsible for the security of such devices. All mobile phone devices are locked away during teaching hours.
- I understand that Kindergarten equipment taken off site will be my personal responsibility. Thomas's London Day Schools has valid insurance for the item in the UK for all circumstances other than my negligence and/or the theft of the item from a motor vehicle whilst it is in my care.
- If I leave the employment of the Kindergarten, any Kindergarten equipment must be returned.

Internet Use

- I understand that access to the Internet is provided on the basis that it is used professionally and that any personal use is reasonable and proportionate.
- I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not use the Kindergarten's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising;
- I am aware that the use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden.

Social Networking Sites

- I will take account of the Guidance listed in Appendix 1 of this Policy.
- I accept that any work related issue or material (e.g. comments, photographs of children or/and members of staff, confidential information) that could identify an individual who is a service user, relative or work colleague, which could adversely affect the setting must not be placed on a social networking website.
- I understand that work related matters must not be placed on any such site at any time either during or outside of working hours via any computer equipment or mobile phone.
- I understand that no photos of children can be used for anything other than what parents have given permission for, i.e. displays, observation evidence, etc. and that no photos of special events can be shared outside of the provision
- I will not “tag” colleagues on photos without permission
- I will not share photos or internet discussions linked to work, children, families and/or colleagues
- I understand that if there is a criminal investigation linked to an allegation against myself or a colleague, all electronic devices will be confiscated and communication between adults through email, Facebook accounts, twitter, etc. will all be recorded and reviewed.
- I am aware that all anti-social behaviour outside of working times can impact on my future employment in Early Years.

Copyright

When using the Internet in my professional capacity or for Kindergarten sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- All material e.g. planning and teaching resources created by staff and saved on the Kindergarten’s network is the property of the Kindergarten and making unauthorised copies of or deleting such materials maybe in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights.

Email/ Professional Communications

- I will communicate with colleagues, pupils and parents/carers using only official Kindergarten systems. Any such communication will be professional in tone and manner.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- For my own protection and that of the Kindergarten, I will not mention any kindergarten related activities on social networking sites. (See Appendix 1)
- I will not engage in any on-line activity that may compromise my professional responsibilities or bring the Kindergarten into disrepute.

Reporting Incidents

- I will inform one of the Senior IT Managers in writing immediately of any abuse of any ICT systems or inappropriate content suspected to be on the ICT systems. I will provide the location and names where possible.

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the one of the Senior IT Managers and/or Kindergarten Designated Safeguarding Lead where appropriate.

Monitoring

- I understand that the Kindergarten can and will monitor my use of the ICT systems, data, email and other digital communications on the network to ensure policy compliance.

AGREEMENT

I understand that I am responsible for my actions in and out of kindergarten:

- I understand that this Acceptable Use Policy applies not only to my work and use of Kindergarten ICT equipment in the Kindergarten, but also applies to my use of Kindergarten ICT systems and equipment out of the kindergarten and my use of personal equipment in the kindergarten or in situations related to my employment by the kindergarten.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Principals and in the event of illegal activities the involvement of the police.
- I have read and understand the above and agree to use the Kindergarten ICT systems (both in and out of the kindergarten) and my own devices (in the Kindergarten and when carrying out communications related to the kindergarten) within these guidelines.

Staff Name (printed)

Signed:

Date:

See also: [Anti-bullying Policy](#), [Code of Conduct](#), [Images of Children Policy](#), [Safeguarding and Child Protection Policy](#)

This policy will be reviewed annually		
Created: July 2013	By:	Jill Kelham, Vice Principal
Latest Review: February 2017	By:	Kathy Ballantine, Acting Head
Next Review: February 2018	By:	Kindergarten Head

Appendices

Appendix 1: Guidance on the use of social networking and messaging systems



GUIDANCE ON THE USE OF SOCIAL NETWORK AND MESSAGING SYSTEMS

The Kindergarten recognises that many staff will actively use Facebook, Twitter and other such social networking, blogging and messaging services. It is recognised that some such services may have an appropriate application in the kindergarten. However, where such activities are planned a separate account should be set up for the purpose and there should be no connection made between personal and kindergarten accounts used for educational purposes. Any such accounts and activities should be approved by the Head prior to use.

Although these networks are used by staff in their own time, staff must recognise that it is not appropriate to discuss issues relating to children or other staff via these networks. Members of staff are most strongly advised to review their privacy settings to make sure that their profiles and photographs are not viewable by the general public.

It is never acceptable to accept a friendship request from former pupils under the age of twenty. In almost all cases children of primary age using such networks will be breaching the terms and conditions of use of those networks.

Members of staff are also advised to exercise caution and discretion when accepting parents of pupils or former pupils as online friends. As regards personal on-line accounts, members of staff are required at all times to bear in mind their professional reputation and the reputation of the Kindergarten and do nothing to bring either into disrepute.