



## Visitor and Volunteer Acceptable Use of Technology Policy

*For visitors and volunteers (and staff) who do not have access setting ICT systems.*

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology. This AUP will help Halstead Nursery ensure that all visitors and volunteers understand the expectations regarding safe and responsible technology use.

### **Policy Scope**

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Halstead Nursery both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and communication technologies.
2. I understand that Halstead Nursery AUP should be read and followed in line with the staff Code of Conduct Handbook.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the ethos, Halstead Nursery staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### **Data and Image Use**

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.

### **Classroom Practice**

5. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the Nursery's online safety policy.
6. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
7. I will immediately report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the Designated Safeguarding Lead (DSL) **TRACEY McCARTNEY** in line with the setting online safety and child protection policies.
8. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music is protected, I will not copy, share or distribute or use it.



## Use of Social Media and Mobile Technology

9. I have read and understood the Halstead Nursery online safety policy which covers expectations regarding staff use of social media and mobile technology e.g. storing my personal mobile telephone in the office and not using it whilst I am on the premises.
10. I will ensure that my online reputation and use of technology and is compatible with my role within Halstead Nursery. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
  - I will take appropriate steps to protect myself online as outlined in the online safety/social media policy.
  - I will not discuss or share data or information relating to the learners, staff, setting business or parents/carers on social media.
  - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with Halstead Nursery code of conduct and the law.
11. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via the nursery's approved communication channels such as via the nursery's provided email address or telephone number and not via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
  - Any pre-existing relationships or situations that may compromise this will be discussed with the DSL.
12. If I have any queries or questions regarding safe and professional practice online either in Halstead Nursery or off site, I will raise them with the Designated Safeguarding Lead.
13. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
14. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
15. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Halstead Nursery into disrepute.



## Policy Breaches or Concerns

16. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead in line with the Halstead Nursery online safety and child protection policies.
17. I will report concerns about the welfare, safety or behaviour of staff to the manager, in line with the Halstead Nursery allegations against staff policy.
18. I understand that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, Halstead Nursery may invoke its disciplinary procedures.
19. I understand that if Halstead Nursery suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with the visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: .....

Signed: .....

Date (DDMMYY).....