



# HALSTEAD NURSERY

## Acceptable Use of Technology

### Policy for staff members



## **For the staff in our nursery:**

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Halstead Nursery IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Halstead Nursery expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that the setting systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

### **Policy Scope**

1. I understand that this 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, remote learning and online and offline communication technologies.
2. I understand that Halstead Nursery's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the terms of the staff Handbook.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the Halstead Nursery ethos, the staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### **Use of Halstead Nursery Devices and Systems**

4. I will only use the equipment and internet services provided to me by the nursery for example the provided laptops, tablets, mobile phones, and internet access, when working with learners.
5. If I need to use my personal mobile phone during setting hours, I will first seek permission from the setting Manager and then make any necessary telephone call in an area away from the children.
6. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed. However, this is at the setting's discretion and can be revoked at any time.
7. If I am required to provide remote learning to my key children via the Tapestry online learning platform I will ensure that I do not save the account password on my home computer, mobile phone or tablet and that I will log out of the site before leaving the device I have been working from.

## Data and System Security

8. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.

- I will protect the devices in my care from unapproved access or theft. For example I will not leave devices visible or unsupervised in public places.

9. I will respect the setting system security and will not disclose my password or security information to others.

10. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the nursery Manager.

11. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the Nursery Manager.

12. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the Halstead Nursery information security policies.

- All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
- Any data being removed from the Nursery site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the Nursery Manager.

13. I will not keep documents which contain setting related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones.

14. I will not store any personal information on the Nursery IT system, including setting laptops or similar device issued to members of staff, that is unrelated to setting activities, such as personal photographs, files or financial information.

15. I will ensure that the Nursery owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

16. I will not attempt to bypass any filtering and/or security systems put in place by the Nursery.

17. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the Nursery Manager as soon as possible.

18. If I have lost any Nursery related documents or files, I will report this to the Nursery Manager and our Data Protection Officer (Nicola Tobin) as soon as possible.

19. Any images or videos of learners will only be used as stated in the setting camera and image use policy.

- I understand images of learners must always be appropriate and should only be taken with setting provided equipment and taken/published where learners and their parent/carer have given explicit consent.

## **Classroom Practice.**

20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:

- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
- creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- involving the Designated Safeguarding Lead (DSL) or a deputy as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
- make informed decisions to ensure any online safety resources used with learners is appropriate.

21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the nursery's child protection policies.

22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

## **Use of Social Media and Mobile Technology**

23. I have read and understood the setting guidelines which cover expectations regarding staff use of mobile technology and social media (as detailed in the staff Handbook).

24. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the Staff Handbook, when using the setting and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.

- I will take appropriate steps to protect myself online when using social media as outlined in the staff Handbook.
- I am aware of the setting expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the Staff Handbook.
- I will not discuss or share data or information relating to learners, staff, setting business or parents/carers on social media.

- I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the Staff Handbook and the law.

25. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via setting approved and/or provided communication channels and systems, such as the setting email address, user account or telephone number.
- I will not add or accept friend requests or communications on personal social media with current parents/carers.
- If I am approached online by a parents/carer, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL

26. If I have any queries or questions regarding safe and professional practise online either in the setting or off site, I will raise them with the DSL

27. 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.

28. 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.

29. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the setting into disrepute.

## **Policy Compliance**

30. I understand that the setting may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

## **Policy Breaches or Concerns**

31. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the setting child protection policy.

32. I will report concerns about the welfare, safety, or behaviour of staff to the Nursery Manager in line with the allegations against staff policy.

33. I understand that if the setting believe that unauthorised and/or inappropriate use of their systems or devices is taking place, they may invoke its disciplinary procedures as outlined in the staff Handbook.

34. I understand that if the setting believes that unprofessional or inappropriate online activity, including behaviour which could bring them into disrepute, is taking place online, they may invoke its disciplinary procedures as outlined in the staff Handbook.

35. I understand that if the setting suspects criminal offences have occurred, the police will be informed.

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

Name of staff member: .....

Signed: .....

Date (DDMMYY).....