

## **Acceptable use of technologies statement**

### **Purpose**

This statement applies to the use of technologies<sup>1</sup> on the registered premises of this setting and in any locations visited in connection with the running of the business. It applies to technologies owned by the setting and those owned by others.

### **Agreement**

I understand that I must use ICT technologies in a responsible way, to ensure that there is no risk to my safety or to the safety, reputation or sustainability of the setting, the children and other users. This applies to technologies owned by the setting and to that owned by others.

### **Keeping safe**

1 - I know that the provider will monitor my use of ICT, email and other digital communications.

2 - I will only use my own user names and passwords which I will choose carefully so that they cannot be easily guessed. I will not use any other person's username and password.

3 - I will ensure that my data (including business documents and files) is regularly backed up.

4 - I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the setting or the safety and wellbeing of staff or children.

5 - I understand that data protection requires that any personal data that I have access to for any child or family must be kept private and confidential, except when I am required by law or by setting policy to disclose it to an appropriate authority.

6 - I will only transport, hold, disclose or share personal information about myself or others, in ways agreed by this setting. I will not send personal information by e-mail as it is not secure.

7 - I will not send the personal data electronically if security cannot be guaranteed.

8 - I will not try to bypass the filtering and security systems which are in place.

9 - I will not use my personal mobile phone or camera to take photographs of children or adults at the setting unless I have been given specific permission for a particular occasion. As soon as possible after taking these images I will transfer them all onto the setting's equipment and delete them all from my personal equipment.

10 - I will only use my personal ICT in the setting for permissible activities and I will follow the rules set out in this agreement.

### **Promoting safe use by children**

11 - I will model safe use of technologies, including the internet, when I am in the setting and will help children to learn to use technologies safely.

12- I will make sure that all use of the internet by children is supervised and I will deal with any issues that arise.

13 - I will take immediate action in line with our setting's policy if a child reports any concerns or if an issue arises that might compromise the safety of any users, or the security of the setting.

### **Communicating and sharing**

14 - I will communicate online in a professional manner and tone. (This includes communication by text message.) I will not use aggressive or inappropriate language and I will not compromise either my own position or the reputation of the setting.

15 - I will only communicate with children and parents/carers using official systems owned by the setting.

16 - I am aware that any communication could be forwarded to the provider.

17 - During working hours I will only use chat and social networking sites that are approved by the provider and for activity which has been agreed by the provider.

18 - I will not use personal email addresses on the setting's ICT systems unless I have permission.

19- I will not access, copy, remove or otherwise alter any other users' files, without their permission.

20 - I will ensure that I have permission to use the original work of others in my own work and will credit them if I use it. I will not download or distribute copies of material (including music and videos) which is protected by copyright.

21- I will only take images<sup>3</sup> of children and staff where it relates to agreed learning and management activities and will ensure that I have parent / staff permission before I take them.

22 - Where these images are published (e.g. on the setting website or in a newsletter) I will ensure it is not possible to identify the children who are featured by name or to discover any other personal information about them.

23 - If images are to be published online or in the media I will obtain parental/staff permission.

24 - I will not use my personal equipment (including cameras and mobile phones) to record images unless I have permission.

25 - I will not keep images of children stored on my personal equipment unless I have permission. If this is the case I will ensure that these images cannot be accessed or copied by anyone else or used for any purpose unless I have permission.

### **Research and recreation**

26 - I will not upload, download or access any materials which are illegal (e.g., child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or are inappropriate or may cause harm or distress to others.

27 - I will not (unless I have permission) make large downloads or uploads that might take up internet capacity.

28 - I know that all the setting's ICT equipment is primarily intended to support management and learning and I will only use the systems for personal or recreational use if this is allowed by the setting.

### **Buying and selling**

29 - I will not use the setting's equipment for online purchasing unless I have permission.

### **Problems**

30 - I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the provider.

31 - I will immediately report any damage or faults involving equipment or software, however this may have happened.

32 - If I believe a young person may be at risk I will follow the child protection procedures.

33 - If I believe a child or adult may be being bullied I will follow the agreed procedures.

34 - I will not install or store programmes on a computer owned by the setting unless I have permission.

35 - I will not try to alter computer settings, unless this is allowed in this setting's policies.

36 - I will not cause damage to ICT equipment in the setting.

37 - I will not open any pop-ups or attachments to emails unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

### **Declaration**

I understand that these rules are in place to enable me to use ICT safely and that if I do not follow them I may be subject to disciplinary action. I agree to use ICT by these rules when:

. I use the setting's ICT systems at the setting or at home when I have permission to do so;

. I use my own ICT (when allowed) in the setting; and

. I use my own ICT out of the setting to access online resources or for activities relating to my employment by the setting.

I also understand that this agreement will be reviewed from time to time as appropriate and that I may be expected to sign a revised version of the agreement in the future.

### **Staff/Student/Volunteer Name**

(Please print) -----

Signed -----

Date-----