



All Saints Nursery School

Acceptable Use of Technology Policy

Date written: [November 2022](#)

Date of last update: [January 2024](#)

Date agreed and ratified by [Trustees, November 2023](#)

Date of next full review: [November 2024](#)

Acceptable use of Technology

All ICT equipment used in this nursery School is for educational or record keeping purposes.

All users are required to read, understand, and sign this acceptable use agreement. Any breach of this agreement may result in disciplinary or legal action. All users take responsibility for reporting any misuse of ICT equipment including Tapestry to the manager or chair or LADO

Social Networking/ Websites

I agree that I will

Observe confidentiality and refrain from discussing any issues relating to the nursery, children and young people or parents/carers.

Be aware that legal or disciplinary action can be taken if my actions bring the setting into disrepute or undermine confidence in my professional abilities.

Use appropriate language and not share, or post, in any open form, any information that I would not want children and young people, parents or colleagues to view.

Set privacy settings to block unauthorised access to my page and to restrict those who are able to receive updates.

If using the nursery Facebook page, be aware that this is a public forum and not comment or engage in online conversations with parents.

Keep my professional and personal life separate and will not accept children and young people and parents/carers as 'friends'. If there is a pre-existing relationship this must be recorded by the manager. I will not give out personal contact details for work purposes.

Consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the early years setting. Consider "would it be ok for a parent to see this?" Discuss online expectations with friends, family, and colleagues. Is it ok for other people to post pictures, for example staff Christmas party.

Either avoid using a profile photograph or ensure it is respectable, and an image I would be happy to share with anyone. Avoid stating place of work on profiles

I will understand and manage my digital reputation

I will not create display or publish any material that is likely to harass, cause offence, inconvenience, or needless anxiety to any person.

I will not use language that could be calculated to incite hatred against any ethnic religious or minority group

I will not attempt to visit websites that might be considered inappropriate or illegal

I understand the whistleblowing procedures and will report any known breaches of the above.

Mobile phones/Smart Watches

I will

Only use the nursery mobile for work purposes

Keep any mobile phone/smart watches with cameras in the office and only them at lunchtime

Keep mobiles switched to silent

Not use a personal mobile/smart watch to contact parents or take photographs

Tablets/ Interactive screen

I will only use the nursery equipment for age-appropriate educational purposes

I will ensure that any games/ images/ video clips shown to children have been checked for appropriate content.

I will help the children to understand safe online behaviour

I will teach children to report to an adult if they are worried about online use and teach the use of the "Hector protector" screen protector

I will not let children use the tablet or any device with internet access unsupervised.

The interactive screen has age-appropriate filtering controls

I will report any breach of internet security to the DSL

Tapestry

If logging in to tapestry from a personal device, I will ensure that passwords are kept private and not stored on devices so that other users could access them

I will log out after each session and clear the history if necessary

I will not take screenshots of photographs of children.

I will not store any information on personal devices

I will not share data including photographs with anyone else

If required, I will make devices used at home available to the manager for checking

I will keep all conversations with parents strictly on a professional level.

I understand I am in a position of trust and my actions outside of my professional environment could be misinterpreted by others, and I am conscious of this when sharing information publicly with others.

Signature: _____ Print Name: _____

Date: _____