

Staff and Volunteer ICT Acceptable Use Policy

Background

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe online access at all times.

This Acceptable Use Agreement is intended to ensure that:

- staff and volunteers will act responsibly to stay safer while online, being a good role model for children.
- effective systems are in place for the online safety of all users and the security of devices, systems, images, and data.
- staff and volunteers are aware of and can protect themselves from potential risk in their use of online technologies.

The term "professional" is used to describe the role of any member of staff, volunteer or responsible adult.

For my professional and personal safety, I understand that:

- I will ensure that my on-line behaviours will be professional responsibilities, both to protect myself and the setting
- My use of technology could be monitored.
- When communicating professionally I will use the technology provided by the setting (e.g. official setting devices and technologies).
- These rules will apply when using the setting's technology either at home or away from the setting.
- I will only use the setting's technology for personal use with permission.

For the safety of others:

- I will only access, copy, remove or otherwise alter other user's files, with permission
- I will communicate with others in a professional manner.
- I will only share other's personal data with their permission.
- I understand that any images I publish will be with the owner's permission and follow the setting's code of practice.
- I will only use the setting's equipment to record images of children.

For the safety of the group, I understand that:

- I will only access materials and content that are legal and appropriate
- I understand the setting's reporting procedures and will immediately report any illegal, harmful or inappropriate incident.
- I will protect my online personal information (e.g. social networking profiles) to prevent access by the setting's children and families.
- I will not be 'friends' with or follow parents on social media.
- I will respect and follow any systems designed to keep the group safer.
- I will only transport, hold, disclose or share personal information as outlined in the setting's GDPR Policy. Where personal data is transferred externally, it will be password protected/encrypted.
- Any personal data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by the setting's policy to disclose such information to an appropriate authority.
- Personal passwords and those of other users should always be confidential.
- I will only download content that I have the right to use.

- I will only use my personal device/technology within the setting if I have permission and use it within the agreed rules
- I will inform the appropriate person if I find any damage or faults with technology.
- I will only install programmes on the systems devices belonging to the group, with permission

Staff / Volunteer Name

Signed

Date