



Acceptable Usage Policy

Aim

The Acceptable Use Policy (AUP) will aim to:

- Safeguard children and young people by promoting appropriate and acceptable use of information and communication technology (ICT).
- Outline the roles and responsibilities of all individuals who have access to and/are users of, work related ICT systems.
- Ensure all ICT users have an awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be applied.

The AUP will apply to all individuals who have access to and/or are users of work related ICT systems. This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, students, committee members, visitors. This list is not exhaustive.

Parents and carers, and where applicable, other agencies will be informed of any incidents of inappropriate use of ICT that take place on-site, and, where relevant, off-site.

Our Lead Designated Safeguarding Officer Delyth Corry is to be responsible for online safety, and will manage the implementation of this Policy.

Day to day responsibility for online safety issues and as such will have a leading role in implementing, monitoring and reviewing the E- safety policy.

All ICT users are to be made aware of the procedures that must be followed should a potentially unsafe or inappropriate online incident take place.

Receipt, recording, monitoring and filing of reports should a potentially unsafe or inappropriate online incident occur. This must include the creation of an incident log to be used to inform future online safety practice.

All necessary actions will be taken to minimise the risk of any identified unsafe or inappropriate online incidents reoccurring.

Effective training and online safety advice is to be delivered and available to our Staff. This should include advisory support to children, young people, parents and carers as necessary.

Timely liaison, where appropriate, with other agencies in respect of current online safety practices and the reporting and management of significant incidents.

Procedures

The computer system used by Pavilion Preschool must have appropriate software to ensure safe internet use, filtering controls as well as anti virus software. The systems should be checked termly.

All ITC equipment owned by Pavilion is to be solely for the operational running of the preschool

We reserve the right to examine or delete any files that may be held on its system or to monitor any internet sites visited. Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden. Use for gambling is forbidden.

Copyright of materials must be respected. Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Rules for Responsible Internet Use Staff, Committee and Volunteers:

All internet activity should be deemed appropriate.

Other user's files will not be accessed without their permission.

Computers will be used only for agreed reasons.

E-mail correspondence will be directed only to people who have been approved and messages sent will be polite, correct and responsible.

Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the setting.

Do not put online any text, image, sound or video that could upset or offend anyone connected to your setting, member of the community or be incompatible with your professional role.

Only take images of children and/or staff for professional purposes, in accordance with setting photography policy. Ensure that any images are represented only in a positive context and are removed from your websites when they expire.

Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

Ensure that your online activity, both in work and outside, will not bring your organisation or professional role into disrepute.

Computer files will be checked and the internet sites visited will be monitored.

All staff must adhere to the above. Any breach of these could result in disciplinary procedures and may result in the termination of their contract.

Children:

The setting will work with the parents to ensure they are aware of internet use.

Children will use only age appropriate software in the setting and internet sites visited will be monitored by the Preschool Manager or Office Manager.

All internet activity should be deemed appropriate and closely monitored by all staff.

Personal details will not be shared over the internet.

Any inappropriate materials sent to the computer must be reported to the manager.

We will communicate advice for safe internet use at all times to children and their parents.

This Policy should be read in conjunction with the Pre-School's Whistle Blowing Policy, Safeguarding Policy, E-Safety & Social Networking Policy