



**Acceptable Use Policy**  
**September 2019**  
**Review September 2020**

Whilst the Acorn Childcare Centre promotes the use of technology, and understands the positive effects it can have on enhancing pupils' learning and community engagement, we must also ensure that staff use technology appropriately. Any misuse of technology will not be taken lightly and will be reported to the Centre Manager in order for any necessary further action to be taken.

This Acceptable Use Policy is designed to outline staff responsibilities when using technology, whether this is via personal devices or Centre devices, or on/off the Centre premises, and applies to all staff and volunteers.

Please read this document carefully. At induction, you will be asked to sign to state that you have read and understood the Policy and that you agree to abide by its terms.

**1. Using technology in Centre**

- I will only use ICT systems, such as computers (including laptops) and tablets, which have been permitted for my use by the Centre Manager.
- I will only use the approved email accounts which have been provided to me.
- I will not use personal emails to send and receive personal data or information.
- I will not share sensitive personal data with any other pupils, staff or third parties unless explicit consent has been received.
- I will ensure that any personal data is stored in line with the GDPR.
- I will delete any chain letters, spam and other emails from unknown sources without opening them.
- I will ensure that I obtain permission prior to accessing learning materials from unapproved sources.
- I will only use the internet for personal use during out-of-Centre hours, including break and lunch times.
- I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
- I will not share Centre-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
- I will not install any software onto Centre ICT systems unless it has been previously approved by the Centre Manager and only then in conjunction with a member of Ark's team.

- I will not remove, amend, tamper with or adjust any programmes on any Centre-owned devices especially with regard to anti-virus software.
- I will only use recommended removable media and will keep this securely stored in line with the GDPR.
- I will only store data on removable media or other technological devices that has been encrypted or pseudonymised.
- I will only store sensitive personal data where it is absolutely necessary and which is encrypted.
- I will provide removable media to the School Business Manager for safe disposal once I am finished with it.

## **2. Mobile devices**

- I will only use Centre-owned mobile devices for educational purposes.
- I will only use personal mobile devices during out-of-Centre hours, including break and lunch times.
- I will ensure that mobile devices are either switched off or set to silent mode during Centre hours, and will only make or receive calls in specific areas ie the staffroom.
- If I work in a classroom or other area accessed by pupils, I will ensure mobile devices are safely and securely stored away during lesson times.
- I will not use personal mobile devices to take images or videos of pupils or staff.
- I will not use mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and Centre-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the WiFi system using personal mobile devices, unless permission has been given by the School Business Manager.
- I will not use personal mobile devices to communicate with pupils or parents.
- I will not store any images or videos of pupils, staff or parents on any personal mobile device.
- In line with the above, I will only process images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will ensure that any Centre data stored on Centre-owned mobile devices is encrypted and pseudonymised and give permission for the Centre Manager to erase and wipe data off my device if it is lost or as part of exit procedures.

## **3. Social media and online professionalism**

- If I am representing the Centre online ie through blogging or on Centre social media accounts, I will express neutral opinions and will not disclose any confidential information regarding the Centre, or any information that may affect its reputation.
- I will not use any Centre-owned mobile devices to access personal social networking sites, unless it is beneficial to the material being taught. I will gain permission from the Centre Manager before accessing the site.

- I will not communicate with pupils or parents over personal social networking sites.
- I will not accept 'friend requests' from any pupils or parents over personal social networking sites.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the Centre on any social networking sites which may affect the Centre's reputation.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post or upload any images and videos of pupils, staff or parents on any online website without consent from the individual(s) in the images or videos.
- In line with the above, I will only post images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will not give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents. Any contact with parents will be done through authorised Centre contact channels.

#### **4. Working at home**

- I will adhere to the principles of the GDPR when taking work home.
- I will not transfer any personal data or sensitive personal data from a Centre-owned device to a personal device.
- I will ensure that no data is accessible so as to ensure that no family members or friends can access, see or read any Centre data.
- I will act in accordance with the Centre's Code of Conduct when transporting Centre equipment and data.

#### **5. Training**

- I will ensure I participate in any e-safety or online training offered to me, and will remain up-to-date with current developments in social media and the internet as a whole.
- I will ensure that I allow the Centre Manager and Data Protection Officer to undertake regular audits to identify any areas of need I may have in relation to training.
- I will ensure I employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.
- I will ensure that I deliver any training to pupils as required.

#### **6. Reporting misuse**

- I will ensure that I adhere to any responsibility I have for monitoring, as outlined in the E-Safety Policy ie to monitor pupils' internet usage.

- I will ensure that I report any misuse by pupils, or by staff members breaching the procedures outlined in this agreement, to the Centre Manager.
- I understand that my use of the internet will be monitored by the School and recognise the consequences if I breach the terms of this agreement.
- I understand that the Centre Manager may decide to take disciplinary action against me in accordance with the Disciplinary Policy & Procedure, if I breach this agreement.