

# Acceptable Use of Technology Policy for Pegwell Bay Nursery

December 2019



THE EDUCATION  
PEOPLE



# Learner Acceptable Use of Technology

## Early Years and Key Stage 1 (0-6)

- I only go online with an grown up
- I only click on links and buttons online when I know what they do
- I am kind online
- I keep information about me safe
- I know the staff at Pegwell Bay Nursery can see what I am doing online
- I am not left unsupervised whilst using the tablet.
- I tell a grown up if something online makes me unhappy
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online
- I know that if I do not follow the rules:
  - I will not be permitted to use the tablet until I understand what will keep me safe
- I have read and talked about these rules with my parents/carers

## Key Stage 2 (7-11)

### Safe

- I only go online with a grown up
- I keep information about me safe
- I ask an adult which websites I can look at or use
- I always check if information online is true
- I know I must only open messages online that are safe. If I am unsure I will ask an adult first
- I always talk to an adult if I see something online which worries me
- I know that there are laws that stop me copying online contents
- I know that people online are strangers and they may not be who they say they are
- If someone asks me to meet them, I will always talk to an adult straight away
- I will not be unkind to anyone online
- I will keep information about me and my passwords secret
- I will only post pictures or videos on the internet if they are appropriate, and if I have permission

### Responsible

- I will not be left unsupervised whilst using the tablet
- I always ask permission from an adult before using the internet
- I ask an adult which websites I can look at or use
- I am not permitted to use my mobile phone or my personal device whilst in Pegwell Bay Nursery
- I keep my personal information safe and private online
- I will keep information about me and my passwords secret and not share them with anyone

- I will not access or change other people's files or information
- I am not allowed to change the settings on the tablet

## Understand

- I understand that Pegwell bay Nursery internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of nursery devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online
- I know that if I do not follow the Pegwell Bay Nursery rules then:  
I will not be permitted to use the tablet until I understand what will keep me safe

## Tell

- If I see any of my friends being unsafe online I will tell a member of staff
- I always talk to an adult if I see something online which worries me
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a member of staff or a parent or carer at home.
- I will keep information about me and passwords secret
- If someone asks me to meet them I will always talk to an adult straight away
- If I get unpleasant, rude or bullying emails or messages, I will report them to a member of staff or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- I will not be unkind to anyone online
- I know that I am not allowed on personal email, social networking sites or instant messaging in Pegwell Bay Nursery
- If, for any reason, I need to bring my mobile phone or tablet into Pegwell bay Nursery I know that it is to be handed in to the office and then collected at the end of the day.
- I ask a member of staff about which websites I can look at or use
- I know I must only open online messages that are safe. If I'm unsure I won't open it without speaking to an adult first
- I know that people online are strangers and they may not always be who they say they are
- I will not be unkind to anyone online

## Online Safety

- Childnet International: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Parent Port: [www.parentport.org.uk](http://www.parentport.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

## Pegwell Bay Nursery Acceptable Use of Technology Policy – Learner Agreement

I, with my parents/carers, have read and understood the settings Acceptable Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use Pegwell Bay Nursery systems and devices, both on and offsite
2. I use my own equipment out of Pegwell Bay Nursery in a way that is related to me being a member of the Nursery community, including communicating with other members of Pegwell Bay Nursery

Name..... Signed.....

Date.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

## Parent/Carer AUP Acknowledgement

### Pegwell Bay Nursery Learner Acceptable Use of Technology Policy Acknowledgment

1. I, with my child, have read and discussed Pegwell Bay Nursery learner acceptable use of technology policy (AUP). I understand that the aim of the AUP is to help keep my child safe online and applies to the use of the internet and other related devices and services, inside and outside of the Pegwell Bay Nursery
2. I am aware that any internet and IT use using Pegwell Bay Nursery equipment may be monitored for safety and security reason to safeguard both my child and Pegwell Bay Nursery systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
3. I understand that Pegwell Bay Nursery will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe when they use the internet and other associated technologies. I understand that Pegwell bay Nursery cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
4. I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of Pegwell Bay Nursery community.
5. I understand that Pegwell Bay Nursery will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
6. I will inform Pegwell Bay Nursery or other relevant organisations if I have concerns over my child's or other members of Pegwell Bay Nursery communities' safety online.
7. I know that my child will receive online safety monitoring and support to help them understand the importance of safe use of technology and the internet – both in and out of Pegwell Bay Nursery
8. I will support Pegwell Bay Nursery online safety approaches and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name..... Child's Signature .....

Room..... Date.....

Parents Name.....

Parents Signature..... Date.....

1. I am aware that learners use of mobile technology and devices, such as mobile phones and personal devices are not permitted at Pegwell Bay Nursery and will be expected to hand phone into the office where it will be locked away.
2. I am aware that any internet and technology use using Pegwell Bay Nursery equipment may be monitored for safety and security reasons, to safeguard both my child and Pegwell bay Nursery systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
3. I understand that Pegwell bay Nursery will take every reasonable precaution, including monitoring and filtering systems, to ensure that learners are safe when they use Pegwell bay Nursery internet and systems. I understand that Pegwell bay Nursery cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
4. I am aware that my child will receive close monitoring and support to help them understand the importance of safe use of technology and the internet, both in and out of Pegwell bay Nursery
5. I have read and discussed Pegwell bay Nursery learner Acceptable Use of Technology Policy (AUP) with my child.
6. I will support Pegwell bay Nursery safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of Pegwell bay Nursery and discuss online safety with them when they access technology at home.
7. I know I can seek support from Pegwell Bay Nursery about online safety, to help keep my child safe online at home.
8. I will support Pegwell bay Nursery approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text and video online responsibly.
9. I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of Pegwell Bay Nursery community.
10. I understand that a partnership approach to online safety is required. If Pegwell bay Nursery has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
11. I understand that if I or my child do not abide by Pegwell bay Nursery AUP, appropriate action will be taken. This could include sanctions being applied in line with policies and if a criminal offence has been committed, the police being contacted.
12. I know that I can speak to the Designated Safeguarding Lead Katrina brown or Paige Couldridge and my child's Keyperson if I have any concerns about online safety.



**I have read, understood and agree to comply with Pegwell Bay Nursery Parent/Carer Acceptable Use of Technology Policy.**

Child's Name..... Class.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

# Acceptable Use of Technology for Staff, Visitors and Volunteers

## Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Pegwell Bay Nursery IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Pegwell Bay Nursery expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that Pegwell Bay Nursery systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

### Policy Scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Pegwell Bay Nursery both professionally and personally. This may include use of laptops, mobile phones, tablets, email as well as IT networks, data and data storage and online and offline communication technologies.
2. I understand that Pegwell Bay Nursery Acceptable Use of Technology Policy (AUP) should be read and followed in line with Pegwell Bay Nursery staff behaviour/code of conduct policy
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the Pegwell Bay Nursery ethos, Pegwell Bay Nursery staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Use of Pegwell Bay Nursery Devices and Systems

4. I will only use the equipment and internet services provided to me by Pegwell Bay Nursery for example Pegwell Bay Nursery provided laptops, tablets, mobile phones and internet access, when working with children.
5. I understand that any equipment and internet services provided by my workplace are intended for nursery use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is not allowed.

## Data and System Security

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
  - I will use a 'strong' password to access Pegwell Bay Nursery systems.
7. I will respect Pegwell Bay Nursery system security and will not disclose my password or security information to others.
8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the manager
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the manager
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with Pegwell Bay Nursery information security policies.
  - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
  - Any data being removed from Pegwell Bay Nursery site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by Pegwell Bay Nursery encryption
11. I will not keep documents which contain Pegwell Bay Nursery related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the Pegwell Bay Nursery Babysdays
12. I will not store any personal information on Pegwell bay Nursery IT system, including Pegwell Bay Nursery laptops or similar device issued to members of staff, that is unrelated to Pegwell Bay Nursery activities, such as personal photographs, files or financial information.
13. I will ensure that Pegwell Bay Nursery owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
14. I will not attempt to bypass any filtering and/or security systems put in place by Pegwell Bay Nursery

15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the Manager Katrina Brown as soon as possible.
16. If I have lost any Pegwell Bay Nursery related documents or files, I will report this to the Manager Katrina Brown as soon as possible.
17. Any images or videos of children will only be used as stated in Pegwell Bay Nursery camera and image use policy found on Babysdays
  - o I understand images of children must always be appropriate and should only be taken with Pegwell Bay Nursery provided equipment and taken/published where learners and their parent/carer have given explicit consent.

## **Nursery Practice**

18. I am aware of safe technology use in the setting and other working spaces, including appropriate supervision of children as outlined in Pegwell Bay Nursery online safety policy.
19. I have read and understood Pegwell Bay Nursery online safety policy which covers expectations for children regarding mobile technology and social media.
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
  - o Reinforcing safe behaviour whenever technology is used on site.
  - o Creating a safe environment where children feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
  - o Involving the Designated Safeguarding Lead (DSL) Katrina Brown or a deputy Paige Couldridge as part of planning online safety activities to ensure support is in place for any children who may be impacted by the content.
  - o Make informed decisions to ensure any online safety resources used with children is appropriate.
21. I will report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the DSL in line with Pegwell Bay Nursery Online Safety and Child Protection policy
22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music are protected, I will not copy, share or distribute or use them.

## **Use of Social Media and Mobile Technology**

23. I have read and understood Pegwell Bay Nursery online safety policy which covers expectations regarding staff use of mobile technology and social media.

24. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff behaviour policy/code of conduct, when using Pegwell Bay Nursery and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.
- I will take appropriate steps to protect myself online when using social media as outlined in the online safety policy found on Babysdays
  - I am aware of Pegwell Bay Nursery expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the online safety policy.
  - I will not discuss or share data or information relating to children, staff, Pegwell Bay Nursery business or parents/carers on social media.
  - I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with Pegwell Bay Nursery behaviour policy/code of conduct and the law.
25. My electronic communications with current and past children and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
- I will ensure that all electronic communications take place in a professional manner via Pegwell Bay Nursery approved and/or provided communication channels, such as Pegwell Bay Nursery email address or telephone number.
  - I will not share any personal contact information or details with children, such as my personal email address or phone number.
  - I will not add or accept friend requests or communications on personal social media with current or past children and/or parents/carers.
  - If I am approached online by a child or parents/carer, I will not respond and will report the communication to my line manager and Katrina Brown Designated Safeguarding Lead (DSL).
  - Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL
26. If I have any queries or questions regarding safe and professional practise online either in Pegwell Bay Nursery or off site, I will raise them with the DSL
27. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
28. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
29. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Pegwell bay Nursery into disrepute.

## Policy Compliance

30. I understand that Pegwell Bay Nursery may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

## Policy Breaches or Concerns

31. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers to the DSL in line with Pegwell Bay Nursery online safety/child protection policy.

32. I will report concerns about the welfare, safety or behaviour of staff to the manager in line with the allegations against staff policy.

33. I understand that if Pegwell Bay Nursery believe that unauthorised and/or inappropriate use of Pegwell Bay Nursery systems or devices is taking place, Pegwell Bay Nursery may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.

34. I understand that if Pegwell Bay Nursery believe that unprofessional or inappropriate online activity, including behaviour which could bring Pegwell Bay Nursery into disrepute, is taking place online, Pegwell Bay Nursery may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.

35. I understand that if Pegwell Bay Nursery suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Pegwell bay Nursery Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of staff member: .....

Signed: .....

Date (DDMMYY).....

## Online Safety

- Childnet International: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Parent Port: [www.parentport.org.uk](http://www.parentport.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

## Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology. This AUP will help Pegwell Bay Nursery ensure that all visitors and volunteers understand Pegwell Bay Nursery expectations regarding safe and responsible technology use.

### Policy Scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Pegwell Bay Nursery both professionally and personally. This may include use of laptops, mobile phones, tablets, and email as well as IT networks, data and data storage and communication technologies.
2. I understand that Pegwell bay Nursery AUP should be read and followed in line with the Pegwell Bay Nursery staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the Pegwell bay Nursery ethos, Pegwell Bay Nursery staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Data and Image Use

4. I understand that I am not allowed to take images or videos of children. Any images or videos of the children will only be taken in line with Pegwell Bay Nursery camera and image use policy found on Babysdays

### Nursery Practice

5. I am aware of the expectations regarding safe use of technology in Pegwell Bay Nursery and other working spaces, including appropriate supervision of learners, as outlined in Pegwell Bay Nursery online safety policy.
6. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
7. I will immediately report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the Designated Safeguarding Lead (DSL) Katrina Brown in line with the school/setting online safety/child protection policy.
8. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music is protected, I will not copy, share or distribute or use it.



## Use of Social Media and Mobile Technology

9. I have read and understood Pegwell Bay Nursery online safety policy which covers expectations regarding staff use of social media and mobile technology.
10. I will ensure that my online reputation and use of technology and is compatible with my role within Pegwell Bay Nursery This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
  - I will take appropriate steps to protect myself online as outlined in the online safety policy found on Babysdays
  - I will not discuss or share data or information relating to children, staff, school/setting business or parents/carers on social media.
  - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with Pegwell Bay Nursery code of conduct/behaviour policy and the law.
11. My electronic communications with children, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via nursery approved communication channels such as via a nursery provided email address or telephone number and not via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
  - Any pre-existing relationships or situations that may compromise this will be discussed with the DSL Katrina Brown
12. If I have any queries or questions regarding safe and professional practise online either in Pegwell Bay Nursery or off site, I will raise them with the Designated Safeguarding Lead Katrina Brown and or the manager
13. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
14. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
15. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Pegwell Bay Nursery into disrepute.

## Policy Compliance, Breaches or Concerns

- 16. I understand that Pegwell Bay Nursery may exercise its right to monitor the use of Pegwell Bay Nursery information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of children, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
- 17. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers to the Designated Safeguarding Lead Katrina Brown in line with Pegwell Bay Nursery online safety/child protection policy.
- 18. I will report concerns about the welfare, safety or behaviour of staff to the manager in line with the allegations against staff policy.
- 19. I understand that if Pegwell Bay Nursery believes that if unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour is taking place online, Pegwell Bay Nursery may invoke its disciplinary procedures.
- 20. I understand that if Pegwell Bay Nursery suspects criminal offences have occurred, the police will be informed.

**Online Safety**

- Childnet International: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Parent Port: [www.parentport.org.uk](http://www.parentport.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

**I have read, understood and agreed to comply with Pegwell Bay Nursery visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: .....

Signed: .....

Date (DDMMYY).....

