

Chudleigh Pre-school

Registered Charity No: 1028874 PLA No: 22478

Acceptable Use Policy

1 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 are to have access to and/or be users of, work-related ICT systems.
- ensure all ICT users have an acute awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be applied.

2 Scope

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

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

3 Roles and responsibilities

Registered Person

At Chudleigh Pre-school the Registered Person is the Committee. The Committee has overall responsibility for ensuring online safety will be considered an integral part of everyday safeguarding practice. This will include ensuring:

- early years practitioners and their managers will receive the appropriate training, guidance, time and resources to effectively implement online safety policies

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and procedures.

- clear and rigorous policies and procedures are to be applied to the use/non-use of personal ICT equipment by all individuals who affect or come into contact with the early years setting. Such policies and procedures are to include the personal use of work-related resources.

- the AUP is to be implemented, monitored and reviewed regularly, and for ensuring all updates are to be shared with relevant individuals at the earliest opportunity.

- monitoring procedures are to be open and transparent.

- allegations of misuse or known incidents are to be dealt with appropriately and promptly, in line with agreed procedures, and in liaison with other agencies, where applicable

- effective online safeguarding support systems are to be put in place, for example filtering controls, secure networks and virus protection.

Designated Safeguarding Lead

At Chudleigh Pre-school the Designated Safeguarding Leads (DSLs) are Linda Palmer and Rachel Evans.

The DSLs will be responsible for ensuring:

- agreed policies and procedures are to be implemented in practice.

- all updates, issues and concerns are to be communicated to all ICT users.

- the importance of online safety in relation to safeguarding is to be understood by all ICT users.

- the training, learning and development requirements of early years practitioners and their managers are to be monitored and additional training needs identified and provided for.

- an appropriate level of authorisation is to be given to ICT users. Not all levels of authorisation will be the same - this will depend on, for example, the position, work role and experience of the individual concerned. In some instances, explicit individual authorisation must be obtained for specific activities where deemed appropriate.

- any concerns and incidents are to be reported in a timely manner in line with agreed procedures.

- the learning and development plans of children will address online safety.

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- a safe ICT learning environment is to be promoted and maintained.

Pre-school staff

All early years practitioners will ensure:

- the timely reporting of concerns in relation to alleged misuse or known incidents, subject to agreed procedures.
- ICT equipment is to be checked before use and all relevant security systems judged to be operational.
- awareness will be raised of any new or potential issues, and any risks which could be encountered as a result.
- children and young people are to be supported and protected in their use of online technologies – enabling them to use ICT in a safe and responsible manner.
- online safety information is to be presented to children as appropriate for their age and stage of development.
- children will know how to recognise and report a concern.
- all relevant policies and procedures are to be adhered to at all times and training undertaken as is to be required.

Children

Children and young people will be encouraged to:

- be active, independent and responsible learners, who will contribute as appropriate to policy and review.
- abide by the Acceptable Use Policy as to be approved by peers, early years practitioners and their managers, parents and carers.
- tell a familiar adult about any access of inappropriate content, material that makes them feel uncomfortable or contact made with someone they do not know, straight away, without fear of reprimand (age and activity dependent).

Parents and carers

Parents and carers are given details on registration of what ICT equipment the children and the staff use.

4 Acceptable use

By Pre-School staff

All pre-school staff should be enabled to use work-based online technologies:

- to access age appropriate resources for children;
- for research and information purposes;
- for study support.
- to monitor childrens' learning and development through our online journal, 'Tapestry'.

All early years practitioners and their managers will be subject to authorised use as agreed by the DSL.

Authorised users will have their own individual password to access a filtered internet service provider. Users are not generally permitted to disclose their password to others, unless required to do so by law or where requested to do so by the DSL. All computers and related equipment are to be locked when unattended to prevent unauthorised access.

All early years practitioners and their managers are to be provided with a copy of the Acceptable Use Policy.

The use of personal technologies will be subject to the authorisation of the DSL and such use will be open to scrutiny, monitoring and review.

By parents and carers

Parents are given a summary of what ICT children and staff have access to and can have copies of all policies if requested.

Parents and carers are to be encouraged to contribute to the Acceptable Use Policy and should be advised to use it should their child access similar technologies at home.

Parents and carers are asked not to use mobile phones within the setting. With regards to the taking of photos at large events, please see our Camera and Image policy and Mobile Device policy.

By visitors, contractors and others

All individuals who affect or come into contact with the early years setting are to be expected to behave in an appropriate and respectful manner. No such individual will be

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permitted to have unsupervised contact with children and young people. All guidelines in respect of acceptable use of technologies must be adhered to. The right to ask any individual to leave at any time is to be reserved.

5 In the event of misuse

By Pre-school staff

5.1 Should it be alleged, that staff member is to have misused any ICT resource in an abusive, inappropriate or illegal manner, a report is to be made to the DSL and the registered person immediately. Should the allegation be made against the DSL, a report is to be made to the registered person. Procedures are to be followed as appropriate, in line with the ICT Misuse Procedure, Safeguarding Policy and/or Disciplinary Procedures. Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, Ofsted and/or the Police will be notified as applicable.

By children

Should a child be found to inappropriately use ICT, the Lead Practitioner will take appropriate action and refer to DSL as needed. Please see our Internet policy and Camera and Image policy

Adopted at Committee Meeting

24 May 2012

Reviewed September 2014, October 2017, September 2021.

Related Policies

- ICT Misuse Policy
- Internet Policy
- Mobile Device Policy

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- Camera and Image Policy
- Disciplinary and Grievance Policy
- Safeguarding Children and Looked After Children Policy
- Confidentiality and Data Protection Policy