



Acceptable Use of ICT Policy

Computers

- Please refer to the fuller Council policy document for the complete set of rules and regulations to ensure the safe use of ICT resources for the benefit of the nursery.
- It is important to be aware of the acceptable use policy for the Internet and Electronic Mail when using any computer on these premises.
- Everyone has a duty and obligation to use ICT resources responsibly and safely. Always ensure you act in good faith when using ICT resources. *This is a Safeguarding issue.*
- The Internet is a valuable resource but it also presents significant dangers if it is abused.
 - Connection time must be of the shortest possible duration.
 - It is strictly prohibited to copy software files from the Internet.
 - Do not access any sites or download or print any files displaying materials that contravene the Council or Nursery's Equal Opportunities Policy.
 - Do not access any site that involves gambling or betting.
 - Do not access any sites which provide discussion, chat forums or personal email.
 - Do not order any goods unless authorised to do so.
 - Do not leave PC's in a state where it would be possible for someone other than the normal user to access the Internet.

Mobile Phones

- It is forbidden for any member of staff to carry their mobile phone on their person while working with the children - *this is a Safeguarding issue.*
- The only place on site where you may use your phone is the staff room, Jayne's office, Heads office
- You must lock your phone in your locker with your other belongings during working hours

- If you are expecting an urgent call you must give the caller the main nursery number where a message can be taken for you. You must not take personal or work phone calls during the time you are with the children.

Cameras and Video Cameras

Cameras and Video Cameras are useful tools, which are used daily by all staff to support the children's learning. They must be used responsibly.

Never take a camera or video or mobile phone with you when you are changing a child's nappy or are in the bathroom with a child.

Never email photos or videos of children or post them on an internet site without permission from the child's mum, dad or carer.

I have read and understood all of the above.

I understand that if I contravene any of the above there will be grounds for a disciplinary process to be started.

Name:

Date:

Signed:

Please contact the Headteacher should you have any queries.