



1.3 Acceptable Use Policy

Key Details

Designated Safeguarding Lead (DSL): Nicky Mackert (Manager)

Deputy DSLs: Claire Bridger (Deputy Manager)

Helen Warrener

Named Trustee with lead responsibility: Andrew Scrace (Chair of the Committee)

Named Trustee with responsibility for Safeguarding: Dr Jocelyn Walbridge

Date written: June 2024

Date of next review: June 2025 (or as necessary)

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

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Acceptable Use of Technology Policy (AUP)

Children's Acceptable Use of Technology Statements

Early Years

- I only go online with a grown-up.
- I am kind online.
- I know my parents keep information about me safe online.
- I tell a grown up if something online makes me unhappy or worried.

Acceptable Use of Technology Acknowledgement Form for Parents/Carers

Tips of Using Technology with your children:

1. I have read and discussed The Children's Workshop Acceptable Use of Technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child's use of The Children's Workshop devices and systems on site.
3. I am aware that any internet and IT use using The Children's Workshop devices and systems will be monitored for safety and security reasons to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
4. I understand that The Children's Workshop will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe around devices and systems used at the setting. I understand that The Children's Workshop cannot ultimately be held responsible for filtering breaches that occur due to the dynamic nature of materials accessed online.
5. I am aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of The Children's Workshop community, or content that could adversely affect the reputation of the preschool.
6. I understand that The Children's Workshop will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety online.
7. I will inform The Children's Workshop or other relevant organisations if I have concerns over my child's or other members of The Children's Workshop communities' safety online.
8. I understand my role and responsibility in supporting The Children's Workshop online safety approaches and safeguarding my child online. I will use appropriate parental controls, supervise access and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

I have read, understood and agreed to comply with The Children's Workshop Staff Acceptable Use of Technology Policy when using their IT systems, the internet and other associated technologies, both on and off site.

Child's Name:

Parent/Carer's Name:

Parent/Carer's signature:.....

Date (DDMMYY).....

Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use The Children's Workshop's 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 this Staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand The Children's Workshop's expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that The Children's Workshop's 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 either provided to me by The Children's Workshop or accessed by me as part of my role within The Children's Workshop, professionally and personally, both on and offsite. This may include use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage and communication technologies.
2. I understand that The Children's Workshop Acceptable Use of Technology Policy (AUP) should be read and followed in line with the setting's Safeguarding and Child Protection policy (including Online Safety statements) and our staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with The Children's Workshop's ethos, The Children's Workshop staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of The Children's Workshop's Devices and Systems

4. I will only use the devices, equipment and internet services provided to me by The Children's Workshop for example The Children's Workshop provided laptop, tablets, mobile phones and internet access, when working with children.

5. I understand that any equipment and internet services provided by The Children's Workshop is intended for education purposes and/or professional use and should only be accessed by members of staff. Personal use of setting's 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 The Children's Workshop systems which includes numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system. I will change my password at least twice per academic year.
 - I will protect the devices in my care from unapproved access or theft (securely store them when not in use, i.e. not leaving devices visible or unsupervised in public places).
 - I will not use another person's username and password or make available or allow anyone else to log on using my username and password unless authorised by the Manager/DSL.
7. I will respect The Children's Workshop's 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/DSL.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars or hardware without permission from the Manager/DSL.
10. I will ensure that any personal data is kept in accordance with the Data Protection Legislation, including UK GDPR in line with The Children's Workshop 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 The Children's Workshop's 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 The Children's Workshop.

11. I will not keep documents which contain The Children's Workshop related sensitive or personal information including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where necessary, I will use The Children's Workshop's online platform to upload any work documents and files in a password protected environment on the One Drive.
12. I will not store any personal information on The Children's Workshop IT system, including The Children's Workshop laptops or similar device issued to members of staff, that is unrelated to The Children's Workshop activities, such as personal photographs, sensitive or financial information.
13. I will ensure that The Children's Workshop's owned information systems are used lawfully and appropriately in accordance with applicable policies. 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 The Children's Workshop.
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/DSL as soon as possible.
16. If I have lost any of The Children's Workshop related documents or files, I will report this to the Manager/DSL as soon as possible.
17. Any images or videos of children will only be used as stated in The Children's Workshop image use policy. I understand images of children must always be appropriate and should only be taken with The Children's Workshop provided equipment and only taken/published where children and their parent/carer have given explicit written consent.

Classroom Practice

18. I am aware of the expectations relating to safe technology use in the setting, including appropriate supervision of children, as outlined in The Children's Workshop Safeguarding and Child Protection policy that includes online safety.

Use of Mobile Devices and Smart Technology

19. The Children's Workshop Preschool recognises that personal communication through mobile technologies is part of everyday life for many staff and parents/carers. I will ensure that mobile technology is used safely and appropriately within the setting.
20. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, that it does not interfere with my work duties and takes place in line with the staff code of conduct and the law. I therefore accept the following:
- To keep mobile phones and personal devices in the office in the designated hanger on the door during working hours.
 - To keep mobile phones and personal devices switched off or switched to 'silent' mode during these times.
 - To ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during these times.
 - To not use my own personal phones or devices for contacting parents and carers.

Online Communication, including use of social media

21. As outlined in the Staff Code of Conduct and The Children's Workshop Employee Handbook:
- I will take appropriate steps to protect myself and my reputation, and the reputation of The Children's workshop, online when using communication technology, including the use of social media. Civil, legal or disciplinary action may be taken if staff are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities
 - I will not discuss or share data or information relating to children, staff, setting business or parents/carers to third parties outside the setting, including 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 the setting's staff code of conduct and the law.
 - I will ensure that all electronic communications take place in a professional manner via The Children's Workshop's approved and/or provided communication channels and systems such as my Children's Workshop email, user account or telephone number.
 - I will not share any personal email address or phone number with parents/carers.
 - I will not add or accept friend requests or communications on personal social media with current or past parents/carers.
 - If I am approached online by a current or past parents/carer, I will not respond and will report the communication to the Manager/DSL.

- Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the Manager/DSL.

22. My electronic communications with current and past parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

Staff expectations using social media

23. If I am participating in online social media activity as part of my capacity as an employee of the setting, I will:

- Be aware I am an ambassador for the setting.
- Be professional, responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
- Always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection and equalities laws.
- Not disclose information, make commitments or engage in activities on behalf of the setting.
- Not engage with any private/direct messaging with current or past parents/carers.
- Inform the Manager/DSL (or deputy) of any concerns, such as criticism, inappropriate content or contact from parents.

Policy Concerns

24. 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.

25. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.

26. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of The Children's Workshop into disrepute.

27. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers to the Manager/DSL in line with The Children's Workshop's safeguarding children and child protection policy.

28. I will report concerns about the welfare, safety or behaviour of staff online to the Manager/DSL, in line with The Children’s Workshop Safeguarding and Child Protection policy and the Managing Allegations against Staff policy.

Policy Compliance and Breaches

29. If I have any queries or questions regarding safe and professional practise online either in The Children’s Workshop or off site, I will raise them with the Manager/DSL.

30. I understand that The Children’s Workshop may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children, staff, parents/carers and relevant members of the community. This includes monitoring all Children’s Workshop provided devices and setting systems and networks including The Children’s Workshop provided internet access, whether used on or offsite and may include the interception of messages and emails send or received via the setting’s provided device systems and network. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

31. I understand that if The Children’s Workshop believes that unauthorised and/or inappropriate use of their systems or devices is taking place, The Children’s Workshop may invoke its disciplinary procedures as outlined in the staff code of conduct.

32. I understand that if The Children’s Workshop believe that unprofessional or inappropriate online activity, including behaviour, which could bring the setting into disrepute, is taking place online, the setting may invoke its disciplinary procedures as outlined in the staff code of conduct.

33. I understand that if The Children’s Workshop suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with The Children’s Workshop 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).....

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, volunteers and our Committee of Trustees, are aware of our behaviour expectations and their professional responsibilities when using technology.

This AUP will help The Children's Workshop ensure that all visitors and volunteers understand The Children's Workshop's 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, either provided to me by The Children's Workshop or accessed by me as part of my role within The Children's Workshop, professionally and personally. This may include use of devices such as laptops, mobile phones, tablets, digital and cameras as well as IT systems and networks, email, data storage communication technologies.
2. I understand that The Children's Workshop AUP should be read and followed in line with The Children's Workshop staff 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 setting's ethos, setting staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.
4. 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.
5. 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.
6. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of The Children's Workshop into disrepute.

Data and Image Use

7. I will ensure that any access to personal data is kept in accordance with the Data Protection legislation, including UK GDPR.

8. I understand that I am not allowed to take images or videos of children. Any images or videos of children will only be taken in line with The Children's Workshop Image Use Policy.

Use of Mobile Devices and Smart Technology

9. I have read and understood The Children's Workshop Safeguarding and Child Protection policy including online safety which covers expectations regarding staff use of social media and mobile technology.

Online Communication, including the Use of social media

10. I will ensure that my online reputation and use of technology is compatible with my role within The Children's Workshop. 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 Children's Workshop Safeguarding and Child Protection, including online safety policy.
 - I will not discuss or share data or information relating to children, staff, The Children's Workshop 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 the setting's code of conduct and the law.
11. My electronic communications with 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 The Children's Workshop approved communication channels such as via the provided setting email address or telephone number.
 - Communication will not take place 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 Manager/DSL.

Policy Compliance, Breaches or Concerns

12. If I have any queries or questions regarding safe and professional practise online either in the Children's Workshop or off site, I will raise them with the Manager/DSL.
13. I understand that The Children's workshop may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children, staff. This includes monitoring all setting provided devices and The Children's Workshop

systems and networks including the setting provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via The Children's Workshop provided devices, systems and/or network. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

14. 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.

15. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers to the Manager/DSL Nicky Mackert in line with the setting safeguarding children and child protection policy.

16. I will report concerns about the welfare, safety or behaviour of staff to the Manager/DSL, in line with the Managing Allegations against Staff policy

17. I understand that if the setting believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the setting may invoke its disciplinary procedures.

18. I understand that if the setting suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with The Children's Workshop's Visitor/ and 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).....

Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of The Children's Workshop community are fully aware of The Children's Workshop's boundaries and requirements when using the setting's Wi-Fi systems and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list, and all members of the setting community are reminded that technology use should be consistent with The Children's Workshop's ethos, other appropriate policies and the law.

1. The Children's Workshop provides Wi-Fi for the setting community and allows access for temporary use whilst in the premises and where necessary for the support of the setting's work and ethos.
2. I am aware that the setting will not be liable for any damages or claims of any kind arising from the use of the wireless service. The setting takes no responsibility for the security, safety, theft, insurance and ownership of any device used within its premises that is not the property of the setting.
3. The use of technology falls under The Children's Workshop's Acceptable Use of Technology Policy (AUP), Safeguarding and Child Protection policy and code of conduct which all staff, visitors and volunteers must agree to and comply with.
4. The Children's Workshop reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. The Children's Workshop's owned information systems, including Wi-Fi, must be used lawfully. 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.
6. I will take all practical steps necessary to make sure that any equipment connected to The Children's Workshop's Wi-Fi service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The setting wireless service is not secure, and The Children's Workshop cannot guarantee the safety of traffic across it. Use of the setting wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.

8. The setting accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the setting wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless The Children's Workshop from any such damage.
9. I will respect The Children's Workshop's system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended at the setting without first logging out or locking my login as appropriate
10. I will not attempt to bypass any of The Children's Workshop's security and filtering systems or download any unauthorised software or applications.
11. My use of The Children's Workshop's Wi-Fi will be safe and responsible and will always be in accordance with The Children's Workshop's AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites at the setting using The Children's Workshop's Wi-Fi.
12. I will not upload, download, access or forward any material, which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring The Children's Workshop's into disrepute when using The Children's Workshop's Wi-Fi.
13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Manager/ DSL as soon as possible.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Manager/DSL.
15. I understand that my use of The Children's Workshop's Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If The Children's Workshop suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then The Children's Workshop may terminate or restrict usage or take any action The Children's Workshop deems necessary or appropriate in its sole discretion. If The Children's Workshop suspects that their systems may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with The Children's Workshop Wi-Fi Acceptable Use Policy.

Name

Signed:

Date (DDMMYY).....