

Staff and volunteer Acceptable Use Agreement E Safety Policy

Our policy

New technologies have become integral to the lives of children and young people in today's society, both within childcare and in their lives outside. The internet and other digital communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safer internet access at all times.

This policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that our systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of digital technologies in their everyday work.

Ysgol Llandrillo Yn Rhos Daycare will try to ensure that staff and volunteers will have good access to digital technologies to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Agreement

We understand that we must use the settings digital technologies in a responsible way, to ensure that there is no risk to our safety or to the safety and security of the systems and other users. We recognise the value of the use of ICT for enhancing learning and will ensure that learners receive opportunities to gain from the use of digital technologies. We will educate the young people in our care in the safe use of ICT and embed online safety in our work with young people.

For our professional and personal safety:

1. We understand that the school we are based in and Conwy L.A. will monitor the use of the ICT systems and communications.
2. We understand that the rules set out in this agreement also apply to use of the settings and the school ICT systems (e.g. laptops, email, etc.) out of school, and to the transfer of personal data out of school.
3. We will not disclose our usernames or passwords. We understand that we should not write down or store any password where it is possible that someone may steal it.
4. We will immediately report any illegal, inappropriate or harmful material or incident, that anyone become aware of, to the appropriate person.
5. **We will be professional in our communications and actions when using school and settings ICT systems:**
6. We will only access, copy, remove or alter any other user's files, with their express permission.
7. We will communicate with others in a professional manner, we will not use aggressive or inappropriate language and we appreciate that others may have different opinions.
8. We will ensure that when we take and/or publish images of others we will do so with their permission. We will NOT use our personal equipment to record these images. Where these images are published, (e.g. on the school website/newsletter/blog) consent will have been gained.
9. We will only use chat and social networking sites with prior approval for educational purposes.

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10. We will only communicate with learners and parents/carers using official school and settings systems (e.g.HWB email / remind / showbie). Communication will be professional in tone and manner.
11. We will not engage in any online activity that may compromise our professional responsibilities.

The school we are based in and the local authority will provide safe and secure access to technologies:

12. We will not use our personal devices (mobiles/ipads/laptops) for any work relating to children / parents/carers/staff or volunteers. We will not use our personal email address on the school and settings digital technology systems.
13. We will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if we have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
14. We will ensure that our data is regularly backed up onto the school network or Office 365 via HWB.
15. We will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, extremist material or adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. We will not try to use any programmes or software that might allow us to bypass the filtering/security systems in place to prevent access to such materials.
16. We will only make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work, with prior permission.
17. We will only install or attempt to install/store programmes on devices with prior permission.
18. We will not deliberately cause damage to school and settings equipment, or equipment belonging to others.
19. We will only transport, hold, disclose or share personal information about one's self or others, as outlined in our confidentiality policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based protected and restricted data must be held in lockable storage.
20. We understand that data protection policy requires that any staff or learner data to which we have access, will be kept private and confidential, except when it is deemed necessary that required by law to disclose such information to an appropriate authority.
21. We will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in our professional capacity:

22. We will ensure that we have permission to use the original work of others in our my own work
23. Where work is protected by copyright, we will not download or distribute copies (including images, music and videos).

We understand that we are responsible for our actions in and out of the setting:

24. We understand that this acceptable use agreement applies not only to our work and use of school and settings digital technology equipment in school and the setting but also applies to our use of school and settings systems and equipment off the premises and our use of personal equipment on the premises or in situations related to my employment by the setting.
25. We understand that if we fail to comply with this acceptable use agreement, we could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police.