



“Children are our future: let us all join hands and walk there with them”

Low Hill Nursery School Internet and E-Mail Acceptable Use Policy (AUP)

This acceptable use policy is for all staff, to provide guidance on the safe and appropriate use of information and communication technologies.

- Staff must take responsibility for their own use of new technologies, ensuring that they use technology safely, responsibly and legally.
- Staff must be active participants in e-safety education, taking personal responsibility for their awareness of the opportunities and risks posed by new technologies.
- No communications device, whether school provided or personally owned, may be used for the bullying or harassment of others in any form.
- No applications or services accessed by users may be used to bring the school, or its members into disrepute.
- Staff have a responsibility to report any known misuse of technology, including the unacceptable behaviour of others.
- Staff have a duty to respect the technical safeguards which are in place. Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services is unacceptable.
- Staff have a duty to report failings in technical safeguards which may become apparent when using the systems and services.
- Staff have a duty to protect their passwords and personal network logins, and should log off the network when leaving workstations unattended. Any attempts to access, corrupt or destroy other users data, or compromise the privacy of others in any way, using technology, is unacceptable.
- Staff should use network resources responsibly. Wasting staff effort or networked resources, or using the resources in such a way so as to diminish the service for other users is unacceptable.
- Staff should understand that network activity and online communications are monitored, including any personal and private communications made via the school network.
- Staff should be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to check and/or confiscate personal technologies such as mobile phones.
- Staff must take responsibility for reading and upholding the standards laid out in the AUP.
- Staff should understand that the AUP is regularly reviewed and consistently enforced.
- Staff must be aware of the risks of using removable media, such as USB memory sticks. Where possible images and data should not be removed from the premises to safeguard against the sharing of information or loss of technological media.
- Staff must be aware of the risks and dangers of social networking sites. Under no circumstances should users publish to these sites the location of their work, nor should they

comment on their work in any way. Users must not remark about colleagues, their place of work, or those with whom they come into contact, on social networking sites.

- Technology such as cameras should be stored in a safe and secure place, whilst on the school premises
- It is the responsibility of every member of staff to ensure that technologies and laptops are correctly stored at the end of each session.
- Staff may be permitted to use laptops at home at the discretion of the Headteacher.

I confirm that I have read and agree to the above.

Signed:

Print Name:

Date:

Date Approved by Governors:

Chair of Governors Signature:

Review Date: