



## **Acceptable use policy**

ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life. This policy is designed to make sure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its content. If you have any concerns or need clarification you can talk to Kate Wilson (E safety lead).

- I will comply with the Little Star Nursery e safety policy
- I understand that using the setting's ICT system for a purpose not permitted by Little Star Nursery may result in disciplinary or criminal procedures.
- I will comply with the ICT system and not disclose any passwords provided to me by the manager.
- I will only use the setting's e mail/ internet for professional purposes.
- I will not use the setting's ICT system to access personal e mails.
- I will not install any hardware or software without the permission of Kate Wilson.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will only take, store and use images of children, young people or staff for professional purposes in line with the setting's 'use of photographs' policy and with written consent of the parent, carer or staff member. I will not distribute images outside of the setting without the permission of the parent/ carer, member of staff or manager.
- I will make sure that my online activity both inside and outside the setting will not bring my professional role and the settings reputation into disrepute.
- I will support the setting's e – safety policy and help children to be safe and responsible in their use of ICT and related technologies.
- I will report any incidents of concern regarding children's safety to the e – safety lead, the Child Protection Liaison Officer or Manager.

- I understand that sanctions for disregarding any of the above will be in line with the setting's disciplinary procedures and serious infringement may be referred to the police.

I agree to follow this code of conduct and to support the safe use of ICT throughout the setting

Full name.....(printed)

Job title.....

Signature..... Date.....

Policy reviewed November 2024