

Beatle Woods

Staff Acceptable Use Policy

As a professional organisation with responsibility for safeguarding, it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list; all members of staff are reminded that IT use should be consistent with the nursery ethos, nursery policies, national/local guidance and expectations, and the Law.

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. Nursery owned information systems must be used appropriately. 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.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.
4. I will respect system security and will not disclose any password or security information. I will use a 'strong' password to access school systems. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system.
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection legislation (including GDPR).
 - This means that 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 Nursery 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 BW.
 - Any images or videos of pupils will only be used as stated in the Nursery image use policy and will always reflect parental consent.
7. I will not keep documents which contain nursery-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the EyLog to upload any work documents and files in a password protected environment.
 8. I will not store any personal information on the nursery computer system including any nursery laptop or similar device issued to members of staff that is unrelated to nursery activities, such as personal photographs, files or financial information.
 9. I will respect copyright and intellectual property rights.
 10. I have read and understood the nursery online safety policy which covers the requirements for use of mobile phones and personal devices and safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of learners within the nursery and other working spaces.
 11. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead, Rachel Macbeth-Webb.
 12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any nursery related documents or files, I will report this to the Manager, Rachel Macbeth-Webb as soon as possible.
 13. My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
 - All communication will take place via nursery approved communication channels, such as a nursery provided email address or telephone number, and not via my personal devices or communication channels, such as personal email, social networking or mobile phones.
 - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead, Rachel Macbeth-Webb.
 14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the **Online Safety/Social Media policy** and will ensure that my use of IT and the internet will not

undermine my professional role, interfere with my work duties and will be in accordance with the **code of conduct policy** and the Law.

15. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the nursery, into disrepute.
16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
17. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead Rachel Macbeth-Webb.
18. I understand that my use of the nursery information systems, including any devices provided by the nursery, may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
19. I understand that the nursery may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance. Where it believes unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour may be taking place, the nursery may invoke its disciplinary procedures. If the nursery suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

Dear

At Beatle Woods, we recognise that staff can be vulnerable to online risks. Social media can blur the definitions of personal and working lives; it is important that all members of staff at Beatle Woods take precautions to protect themselves both professionally and personally online. We request that all members of staff:

- Are conscious of their own professional reputation and that of the school when online.
 - All members of staff are strongly advised in their own interests to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it.
 - Content shared online cannot be guaranteed to be “private” and could potentially be seen by unintended audiences. This could have consequences including civil, legal and disciplinary action being taken.

- Are aware that as professionals, we must ensure that the content we post online does not bring the nursery or our professional role into disrepute and does not undermine professional confidence in our abilities.
 - The teaching standards state that as professionals we should be achieving the highest possible standards in our conduct, act with honesty and integrity and forge positive professional relationships.

- All Staff be careful when publishing any information, personal contact details, video or images online.
 - It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully.
 - Ensure that the privacy settings of the social media sites you use are set appropriately.
 - Consider if you would feel comfortable about a current or prospective employer, colleague, child in your care or their parent/carer, viewing or sharing your content. If the answer is no, consider if it should be posted online at all.

- Do not accept pupils (past or present) or their parents/carers as “friends” on a personal account.
 - You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns.
 - If you have a pre-existing relationship with a child or parent/carer or any other situation that may compromise this, speak to the Designated Safeguarding Lead Rachel Macbeth-Webb

- Always use a work provided email address or phone number to contact children and parents – this is essential to protect yourself as well as the wider community.

- If you are concerned about a child's wellbeing or online behaviour, please speak to the Designated Safeguarding Lead Rachel Macbeth-Webb. If you are targeted online by a member of the community or are concerned about a colleague, then please speak to the Manager, Rachel Macbeth-Webb.
 - If you are unhappy with the response you receive, or do not feel able to speak to the Designated Safeguarding Lead, headteacher or chair of governors then we request you follow our Whistleblowing procedure
- If you have any questions regarding online conduct expected of staff, please speak to the Designated Safeguarding Lead Rachel Macbeth-Webb.

Please photocopy them if you want or download the documents directly from:

- www.childnet.com/teachers-and-professionals/for-you-as-a-professional
- www.gov.uk/government/publications/preventing-and-tackling-bullying
- www.saferinternet.org.uk
- www.kscb.org.uk/guidance/online-safety

Additional advice and guidance for professionals is available locally through the Education Safeguarding Service or nationally through Professional Unions and/or the Professional Online Safety helpline www.saferinternet.org.uk/about/helpline

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the Nursery code of conduct could lead to disciplinary action; it is crucial that all staff understand how to protect themselves online.

Yours sincerely,

Manager