

## STAFF ACCEPTABLE USE AGREEMENT

**To ensure that staff are fully aware of their responsibilities with respect to ICT use, they are asked to sign this acceptable use agreement.**

- I understand that the network is the property of the nursery and agree that my use must be compatible with my professional role
- I understand that the nursery ICT systems may not use be used for private purposes without specific permission from a member of the SMT. Nursery mobiles must be used solely for nursery purposes and only within the rooms and garden areas. Nursery mobiles must not be used within toilet or changing areas
- I understand that personal mobile phones may only be switched on, in the nursery's out of hours and lunch times, without specific permission from a member of the SMT
- I will not take photographs with any other camera than the nursery cameras. This includes mobile phone cameras which will not be used for taking photographs of any children and families within the setting, without specific permission from a member of the SMT
- I understand and agree that the nursery may monitor my network, internet and mobile technology use to ensure the safety of all staff and children
- I will respect ICT system security and understand that it is a criminal offence to use a computer for a purpose not permitted its owner
- I will not install any software or hardware without permission from a member of the SMT
- I will not disclose any password or login name to anyone, other than, where appropriate, the staff responsible for maintaining the system
- I will take all reasonable precautions to secure data or equipment from a member of the SMT

- I will report any incidents of concern to the designated person for child protection
- I will ensure that my electronic communications with parents and carers are compatible with my professional role and cannot be misinterpreted
- I will promote e-safety with the children e.g. in the use of passwords, to start the development of a responsible attitude towards using technology
- I will respect copyright and intellectual property rights

**The nursery may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and deletion of inappropriate materials where it believes unauthorised use of the computer system is or may be taking place, or the system is or may be being used for criminal purposes or for strong unauthorised or unlawful text, imagery or sound.**