



Brenchley Preschool

Acceptable Use of Technology Policy (AUP)

**This is a core policy that forms part of the induction for all staff.
It is a requirement that all members of staff have access to this
policy and sign to say they have read and understood its
contents.**

Date written: September, 2023

Date of last update: September 2023

Date agreed and ratified by the Trustees: September 2023

Date of next full review: September 2024

This Policy was reviewed at a Committee Meeting, held on

1st September 2023

Mrs Victoria Relle – Chairman of Brenchley Pre-School Limited

**This policy will be reviewed at least annually and/or following any
updates to national and local guidance and procedures.**

Acceptable Use of Technology for Staff, Visitors and Volunteers Sample Statements

Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Brenchley Preschool systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for children, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Brenchley Preschool expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that preschool systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Brenchley Preschool both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.
2. I understand that Brenchley Preschool Acceptable Use of Technology Policy (AUP) should be read and followed in line with the preschool child protection/online safety policy and staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the Preschool ethos, Preschool staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of Brenchley Preschool devices and systems

4. I will only use the equipment and internet services provided to me by the Preschool for example Preschool provided laptops, tablets, mobile phones, and internet access, when working with children.

5. I understand that any equipment and internet services provided by my workplace is intended for educational purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is not allowed unless previously agreed.
6. If I were to deliver or support remote learning, the details regarding this would be outlined by the Designated Safeguarding Lead and Manager and a Remote Learning AUP would then be created which I would comply with.

Data and system security

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
 - I will use a 'strong' password to access Preschool systems.
 - I will protect the devices in my care from unapproved access or theft e.g. not leaving devices in visible places or leaving them unattended.
8. I will respect Branchley Preschool system security and will not disclose my password or security information to others.
9. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the Designated Safeguarding Lead and/or Manager.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the Designated Safeguarding Lead and the Manager.
11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the Branchley Preschool policies.
 - 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 Preschool 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 the Preschool.
12. I will not keep documents which contain Preschool 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 Branchley Preschool learning platform – Tapestry - to upload any work documents and files in a password protected environment or setting approved VPN.

13. I will not store any personal information on the Preschool IT system, including Preschool devices issued to members of staff, that is unrelated to Branchley Preschool activities, such as personal photographs, files or financial information.
14. I will ensure that Branchley Preschool owned information systems are used lawfully and 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.
15. I will not attempt to bypass any filtering and/or security systems put in place by Branchley Preschool.
16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the Designated Safeguarding Lead and Manager as soon as possible.
17. If I have lost any Branchley Preschool related documents or files, I will report this to the Designated Safeguarding Lead and Manager as soon as possible.
18. Any images or videos of children will only be used as stated in the Preschool camera and image use policy. I understand images of children must always be appropriate and should only be taken with Branchley Preschool provided equipment and only be taken/published where children and/or parent/carers have given explicit written consent.

Preschool practice

19. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the relevant policies, including but not limited to the Child Protection policy, online safety and image use policy – all of which can be found in the policy folder in the foyer and in the red box labelled 'safeguarding' in the office.
20. I have read and understood the Branchley Preschool mobile technology and social media policies, which can be found in the policy folder in the foyer and in the red box labelled 'Safeguarding' in the office. I understand that personal devices such as mobile phones are not permitted within the preschool areas during the day and should be kept in the lockable cupboard with other personal items at the entrance. Personal devices including mobile phones may be accessed during staff members lunch breaks but replaced in the lockable cupboard when their lunch break has finished.
21. I will promote online safety with the children 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 by:
- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.

- creating a safe environment where children feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- involving the Designated Safeguarding Lead (DSL) (Zena Ames) or a deputy (Sian Scovell) as part of planning online safety lessons or activities to ensure support is in place for any children who may be impacted by the content.
- make informed decisions to ensure any online safety resources used with children is appropriate.

22. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the Preschool Child Protection Policies.

23. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

Mobile devices and smart technology

24. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff behaviour policy/code of conduct and the Brenchley Preschool mobile technology policy and the law.

Online communication, including use of social media

25. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the child protection/online safety policy, staff behaviour policy/code of conduct, social media policy and the law.

26. As outlined in the staff behaviour policy/code of conduct and school/setting social media policy:

- I will take appropriate steps to protect myself and my reputation, and the reputation of Brenchley Preschool, online when using communication technology, including the use of social media.
- I will not discuss or share data or information relating to children, staff, Preschool business or parents/carers on social media.

27. My electronic communications with current and past children and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via Preschool approved and/or provided communication channels and systems, such as a Preschool email address, user account or telephone number.
- I will not share any personal contact information or details with children such as my personal email address or phone number.

- I will not add or accept friend requests or communications on personal social media with current children and/or their parents/carers.
- If I am approached online by a current children or parents/carers, I will not respond and will report the communication to the manager and Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL and/or Manager.

Policy concerns

28. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
29. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
30. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Brenchley Preschool into disrepute.
31. I will report and record any concerns about the welfare, safety or behaviour of children or parents/carers online to the DSL in line with the Preschool child protection policy.
32. I will report concerns about the welfare, safety, or behaviour of staff online to the Designated Safeguarding Lead and/or manager, in line with Preschool child protection policy, the allegations against staff policy and the Whistleblowing policy.

Policy Compliance and Breaches

33. If I have any queries or questions regarding safe and professional practise online, either in Brenchley Preschool or off site, I will raise them with the DSL and/or the manager.
34. I understand that the Preschool may exercise its right to monitor the use of its information systems, including internet access and the interception of messages/emails on our systems, to monitor policy compliance and to ensure the safety of children and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
35. I understand that if the Preschool believe that unauthorised and/or inappropriate use of Brenchley Preschool systems or devices is taking place, the Preschool may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
36. I understand that if the Preschool believe that unprofessional or inappropriate online activity, including behaviour which could bring the Preschool into disrepute, is taking place online, the Preschool may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.

37.I understand that if the Preschool suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Brenchley Preschool Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member:

Signed:

Date (DDMMYY).....

Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology.

This AUP will help Brenchley Preschool ensure that all visitors and volunteers understand the Preschools expectations regarding safe and responsible technology use.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Brenchley Preschool both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning systems and communication technologies.
2. I understand that Brenchley Preschool AUP should be read and followed in line with the Preschool staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the Preschool ethos, Preschool staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law
4. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
5. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
6. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Brenchley Preschool into disrepute.

Data and image use

7. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including UK GDPR.
8. I understand that I am not allowed to take images or videos of children unless previously agreed with the Parents/carers, Designated Safeguarding Lead and Manager. Any images or videos of children will only be taken in line with the Preschool camera and image use policy.

Preschool practice

9. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of children.
10. Where I deliver or support remote/online learning, the details would be outlined by the Designated Safeguarding Lead and the Manager and a Remote learning AUP would be created, which I will comply with.
11. I will support and reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
12. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material), including If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the Preschool community, I will immediately report to the Designated Safeguarding Lead (DSL) (Zena Ames) in line with the Preschool child protection/online safety policy.
13. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

Use of mobile devices and smart technology

14. In line with the Brenchley Preschool mobile and smart technology policy, I understand that personal mobile phones and devices are not permitted in the preschool rooms and should be kept in the cupboard in the inner foyer. Personal devices including mobile phones may be accessed during staff members lunch breaks but replaced in the lockable cupboard when their lunch break has finished. Further information regarding mobile phones can be found in the Social Media and Use of Mobile Phones policy located in the policy folder in the foyer and in the red box labelled 'safeguarding' in the office.

Online communication, including the use of social media

15. I will ensure that my online reputation and use of technology and is compatible with my role within the Preschool. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the child protection, online safety and social media policy
 - I will not discuss or share data or information relating to children staff, Preschool business or parents/carers on social media.
 - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the Preschool code of conduct/behaviour policy and the law.

16. My electronic communications with children, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
- All communication will take place via Brenchley Preschool approved communication channels such as via a Preschool provided email address, account or telephone number.
 - Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
 - Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with the DSL (Zena Ames) and/or manager (Sian Scovell).

Policy compliance, breaches or concerns

17. If I have any queries or questions regarding safe and professional practice online either in Brenchley Preschool or off site, I will raise them with the Designated Safeguarding Lead (Zena Ames) and/or the manager.
18. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
19. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
20. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Brenchley Preschool into disrepute.
21. I understand that Brenchley Preschool may exercise its right to monitor the use of Preschool information systems, including internet access and the interception of emails/messages on school systems, to monitor policy compliance and to ensure the safety of children, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
22. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers online to the Designated Safeguarding Lead (Zena Ames) in line with the Preschool child protection policy.
23. I will report concerns about the welfare, safety, or behaviour of staff online to the Designated Safeguarding Lead and manager, in line with the allegations against staff policy.
24. I understand that if the Preschool believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the Preschool may invoke its disciplinary procedures.

25. I understand that if the Preschool suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Brenchley Preschool visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer:

Signed:

Date (DDMMYY).....

Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of Branchley Preschool community are fully aware of the Preschool boundaries and requirements when using the Preschool Wi-Fi systems and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list, and all members of the Preschool community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. The Preschool provides Wi-Fi for the Branchley Preschool community and allows access for educational purposes as well as for staff to access on their personal devices during lunch breaks. The Wi-Fi is password protected and the password should not be given to anyone outside the preschool community.
2. I am aware that the Preschool will not be liable for any damages or claims of any kind arising from the use of the wireless service. The Preschool takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the Preschool premises that is not the property of the Preschool.
3. The use of technology falls under Branchley Preschool's Acceptable Use of Technology Policy (AUP), online safety policy and behaviour policy and other relevant policies including the Child Protection Policy) which all children/staff/visitors and volunteers must agree to and comply with.
4. The Preschool reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. Branchley Preschool owned information systems, including Wi-Fi, must be used lawfully; 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.
6. I will take all practical steps necessary to make sure that any equipment connected to the Preschool service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The Preschool wireless service is not secure, and the Preschool cannot guarantee the safety of traffic across it. Use of the Preschool wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The Preschool accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the Preschool wireless service's connection to the internet.

Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the Preschool from any such damage.

9. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
10. I will not attempt to bypass any of the Preschool security and filtering systems or download any unauthorised software or applications.
11. My use of Preschool Wi-Fi will be safe and responsible and will always be in accordance with the Preschool AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
12. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the Preschool into disrepute.
13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (Zena Ames) as soon as possible.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead and/or the manager.
15. I understand that my use of the Preschool Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the Preschool suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the Preschool may terminate or restrict usage. If the Preschool suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with Brenchley Preschool Wi-Fi Acceptable Use Policy.

Name

Signed:Date (DDMMYY).....



Brenchley Preschool

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Staff Member	Acceptable Use	Wifi	Signature	Date
Sian				
Helen				
Zena				
Kirsty				
Sarah				
Trina				
Claire				
Eryn				
Lucy				
Elaine				

Visitors	Acceptable Use	Wifi	Signature	Date