

## Staff Acceptable Use Agreement

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

### ICT use

- 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 be used for private purposes, without specific permission from a member of the management team or directors.
- I understand that personal mobile phones may only be used in the staff room/office.
- I will not take photographs with any other camera than the nursery camera/tablets. No personal mobile phone/tablet cameras will be used for taking photographs of any children and families within the setting or on outings.
- I understand and agree that the nursery may monitor my network, internet and mobile technology use to ensure the safety of all the 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 by its owner.
- I will not install any software or hardware without permission from a member of management/directors.
- 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 taken off the nursery premises.
- I will report any incidents of concern to the designated safeguard lead.
- I will ensure all 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, to start their 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 nursery's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the schools 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.

### Digital images

**Digital images refer to both still and moving digital photographs and videos.**

- I understand that all photographs taken of children and their families associated with The Island Day Nursery, both in and out of the setting are the property of The Island Day Nursery.
- All digital images will be taken with The Island Day Nursery's cameras/tablets. I understand I may not use personal equipment to take digital images.
- Photographs will be stored on the Nursery's computer/tablet only.
- I understand and agree that my technology use may be monitored to ensure the safe use of digital images of the children and families that attend The Island Day Nursery.
- I agree and abide to the permissions parents give in regards to the use of photographs and video of their individual children and families.
- I agree to only take responsible digital images of children.

Signed:.....

Print:.....

Date:.....

**Persons responsible for implementing this policy:**

Erica Dunwell/Heather Bishop/Rosalind Moreno – Newport

Erica Dunwell/ Heather Bishop – Sandown

Erica Dunwell/Becky Kujabi – Wootton

**Review: August 2022**