

Safeguarding Children

ACCEPTABLE USE POLICY – ICT

Policy statement

The aim of this Acceptable Use Policy is to ensure that staff and children will benefit from the technologies offered by Kingfisher Kindergarten in a safe and effective manner.

This Policy will be revised annually and all staff will be made aware of the Acceptable Use Policy. The signing of the relevant forms will be part of all staff's induction.

- Adults will never disclose or publicise any child's personal information, such as addresses or telephone numbers or pictures.
- Adults will be aware that any usage, including distributing or receiving information kindergarten related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Adults will use approved only email accounts.
- Adults will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Personal mobile telephones belonging to staff or visitors will be kept in the kitchen. No one using a mobile phone will be allowed access to the kindergarten until it is switched off and put away.
- In an emergency, staff will use the kindergarten mobile telephone. The kindergarten telephone does not have a camera.
- Kingfisher Kindergarten's website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Kingfisher Kindergarten will only publish content focusing on individual children with parental permission, and will not publish any names.
- All staff will read, understand, agree to, and sign the Acceptable Use Policy agreement and digital images agreement.
- Access to the Kindergarten computer will be password safe.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	

Sanctions – misuse of the Internet or technologies may result in disciplinary action at the discretion of the Manager. We also reserve the right to report any illegal activities to the appropriate authorities.