Holy Rosary Nursery School

E-Safety and Acceptable Use of ICT and Digital Technologies Policy

Date ratified: April 2022
Date of next review: April 2025

Statement of intent
At Holy Rosary Nursery School we want our staff and children to be protected when using any form of ICT, including the internet.

Policy Statement
Holy Rosary Nursery School has a commitment and pastoral responsibility to promote children's welfare and safety. The E-safety and Acceptable Use policy operates at all times under the umbrella of the Safeguarding and Child Protection Policy. This E-safety and Acceptable Use policy is the implementation of the Safeguarding and Child Protection Policy in relation to digital communications of all types. It also links with our GDPR Policy, Data Protection Policy, Complaints Procedure Policy, Disposal of records policy, Staff Code of Conduct, Anti-bullying policy, Confidentiality Policy, Mobile Phone Policy, Seesaw Policy, Use of Images Policy and Remote Learning Policy.

Scope of the Policy
This policy applies to all members of Holy Rosary Nursery School community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school digital technology systems, both in and out of the school. It makes explicit to all users what is safe and acceptable and what is not. The scope of the policy covers fixed and mobile Internet; school PCs, iPads, mini iPads, laptops and digital video equipment. It should also be noted that the use of devices owned personally by staff but brought onto school premises (such as mobile phones, camera phones, tablets) is subject to the same requirements as technology provided by the school.

Legal Framework
This document has due regard to all relevant legislation and statutory guidance including, but not limited to:
- Data Protection Act 2018
- The General Data Protection Regulation (GDPR) 2018
- Protection of Freedoms Act 2012

This document operates in conjunction with the following school policies:
- Complaints Procedure Policy
- Seesaw policy
- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- Remote learning policy

Introduction

Information and Communication Technology (ICT) involves the manipulation, interpretation and creation of work, images, data and equipment electronically using a wide range of ICT media and technologies.

At Holy Rosary Nursery School, we recognise that ICT is an ever-evolving, important and vital skill in modern society. We endeavour to provide opportunities for staff and pupils to develop their skills through the safe and effective use of ICT across the curriculum and in the management of Holy Rosary Nursery School. In addition to providing children opportunities to achieve, staff use ICT as a means for preparing, delivering and assessing all areas of their work. The internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and we can play a vital part in starting this process. In line with other nursery school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an online environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks. These risks are managed by staff.

Why we use ICT

- To enhance children's learning in all areas of the curriculum
- To prepare children for the future in a technological world
- To engage and motivate children in a safe and stimulating way
- To record and monitor children's learning and progress
- To use Seesaw and our website to maintain regular communication with parents

Aims

Holy Rosary Nursery School's aim is to produce independent and confident learners who are efficient users of ICT.

We aim to:

- Provide opportunities for children to use ICT with purpose and enjoyment
- Enable children to become familiar with and be able to use a variety of ICT resources
- Use and model to the children ICT vocabulary and terminology
- Use ICT to enhance children's learning in an integrated manner across the early years curriculum

- Use ICT to support the development of children's communication skills
- Teach the children to use ICT responsibly and safely
- Help parents to become aware of the possibilities and dangers of ICT
- Use ICT as an effective tool for communication with parents

Resources

ICT will be used to enhance the children's learning across the curriculum, where appropriate, and as part of our every day nursery routine. We incorporate ICT using the following resources:-

Mini iPads – children have supervised access to mini iPads where appropriate and will use apps to enhance learning. Children are locked into these apps using the iOS Guided Access feature.

iPads – Staff have access to an iPad on which they use the Seesaw app and cameras to take photographs. Photos are stored on those iPads and deleted at the end of each school year.

Interactive Whiteboards – Children have supervised use of the IWB to use appropriate software to enhance their learning and ICT skills.

Digital cameras – children have access to a digital camera which they learn to use independently.

CD Players and listening centres – Children have the opportunity to use CD players and listening stations to listen to favourite stories, songs, etc. They will learn how to operate these first with the assistance of staff, progressing to using these independently. Children have access to personal headphones and they will be shown how to put on, care for and safely use and store these headphones.

DVDs – occasionally DVDs are used to enhance learning e.g. Come Outside, Do you know, and animated stories linked to our learning objectives.

Recordable pegs & talking book – these are used to encourage children's communication and articulation skills. Children have opportunities to use these independently and record their ideas, stories, thoughts and feelings.

BeeBot and other remote control toys - these are used to develop the children's early control technology and coding skills.

Desktop pcs, laptops, boombox, photocopier

Other functioning and non-functioning technology:- cash registers, phones and mobile phones, monitors, clocks, watches, televisions, radios, scanners, microwaves, toasters, coffee machines, keyboards, baby monitors.

Seesaw & school closures
We use Seesaw as a way to communicate with parents as well as document children's progress through the year. During times of school closures, we also use Seesaw to facilitate remote learning. Regard should be given, by both staff and families, to our Seesaw and Remote learning policies at these times and the highest levels of professional conduct employed by all parties.

Staff development & training
ICT training will be sourced as and when required.

Equal opportunities and record-keeping
All children will have equal access to ICT resources regardless of race, gender, religion, culture, ethnicity, ability or social background.

Health and Safety
Health and safety procedures concerning ICT and electrical equipment will be adhered to as set out in the Health and Safety Policy, e.g. ergonomics and PAT testing. Resources no longer fit for purpose will be disposed of and replaced.

Risk Assessment
Many of our children now use the internet as often as the telephone or TV and its effective use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations. We have a duty to ensure that children in Holy Rosary Nursery School are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help should they come across material that makes them feel uncomfortable.

Responsibility
When using the internet, e-mail systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. E-safety in Holy Rosary Nursery School depends on staff, parents, carers and visitors taking responsibility for the use of Internet and other digital technologies such as mobile phones and

tablets. It is our responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

Holy Rosary Nursery School will:-
- Ensure all staff members and volunteers have copies of the E-Safety and Acceptable Use policy
- Ensure all staff members and volunteers are aware of the available ICT resources and can operate them safely
- Ensure a copy of the E-Safety & Acceptable Use policy is available to parents of children in Holy Rosary Nursery School
- Maintain and update the school's E-Safety & Acceptable Use policy according to the schedule and/or when appropriate.
- Order, organise and allocate resources where necessary

Internet access

We are not currently on the C2K system and so need to be extra vigilant with our use of internet and online activities.

Currently, the children in Holy Rosary Nursery School _**do not have access to the internet**_ (or e-mail). This policy will be reviewed should this situation change.

The internet is used in the nursery to support the professional work of staff, to allow effective planning and to enhance the nursery's management information and business administration systems.

Children use mini iPads in school to access educational apps. During their use they are locked into the chosen app using the iOS Guided Access feature. Staff should keep this passcode private/secret/from /unknown to the children and should switch it on and off away from their view.

When using digital cameras, the children will be taught they need to ask permission from others before taking their photos.

Children also use Interactive Whiteboards in Holy Rosary Nursery School, however are supervised by an adult for this currently.

Use of images

We take images of the children in Holy Rosary Nursery School for a variety of reasons: for their online profiles/learning journeys on Seesaw, as evidence of achievement, for displays and to share with parents. Images are only permitted to be taken on school iPads. Use of personal devices and/or mobile phones is not permitted for these purposes

Images taken on our Seesaw app are stored on the app (see Seesaw privacy notice) and deleted at the end of the school year. Similarly any images taken on school iPads are stored on it and deleted at the end of the school year. School iPads are only accessible to permanent members of staff (with

exception of a long term substitute teacher) and each has its own passcode. This passcode is not shared with non-permanent members of staff.

Permission is sought from parents/carers, at the beginning of the year, concerning the use of images of their child/children on the school website and Seesaw app, etc. If consent is given for images to be used on our school website, no names will be used alongside these. Pupils' names will not be used anywhere online, particularly in association with photographs. Any images that have been printed will be disposed of according to the Disposal of Records policy.

We do not currently share photographs of children on our Facebook page; this page is used for information only.

Staff will not post or share images of children anywhere other than for where consent is given on the permission form at the beginning of the year.

Staff should not make, view or access illegal or inappropriate images of children

Acceptable use of UICT for staff & volunteers including data protection procedures

Information Security

Awareness training forms part of induction training and is also shared via the staff handbook, to ensure that all staff and students are aware of appropriate use of hardware and software in the school and the importance of ensuring that personal data is adequately controlled.

Staff are responsible for ensuring that material accessed for the children is appropriate and for ensuring that the use of any Internet derived materials by staff complies with copyright law.

Staff are also aware that they need to take care when using and viewing websites and that they should only use approved sites to do so, to minimise the risk of viruses or other malicious software. If staff have any concerns about the integrity of a site, they should avoid using it.

Staff should not download material from any site without the prior permission of the Principal. Similarly, staff should not download any apps for the iPads or mini iPads without the prior permission of the Principal also.

Staff are fully aware that the internet is only to be used to access material appropriate for extending and developing the children's learning and their own professional development. Staff can access the internet in the classrooms using iPads but are very aware that this is only to be used to extend and develop the children's spontaneous learning.

Under no circumstances should a password/passcode be divulged to anyone else nor should any employee gain access or attempt to gain access to

information stored electronically which is beyond the scope of their authorised access level.

Due care must be taken when transferring data to and from removable media devices such as CDs, USB sticks, external hard drives, PDAs and MP3 players to ensure that personal data is not at risk of either being lost or accessed inappropriately.

When printing personal data, the user must ensure that the material will be sent to a printer in a secure area where the information cannot be inappropriately or inadvertently accessed by other users.

Staff must take care when using the internet and should only use approved sites to do so, to minimise the risk of viruses or other malicious software. If staff have any concerns about the integrity of a site, they should avoid using it.

Any issue that arises in relation to the use of ICT that could be interpreted or misinterpreted as inappropriate or offensive should be reported to the Principal and a written record of the incident will be recorded.

Similarly, should any online safety incident take place, the Principal should be informed immediately and a record kept.

Except to the extent required for the proper performance of duties, staff may not upload, download, use, retain, distribute or disseminate any images, text, materials or software which: -

· are or might be considered to be indecent, obscene or contain profanity;
· are or might be offensive or abusive in that its content is or can be considered to be a personal attack, rude or personally critically, sexist, racist, or generally distasteful;
· Are or might be considered to encourage cruelty, violence, vandalism, eating disorders, suicide or self-harm;
· encourage or promote activities which make unproductive use of your time;
· encourage or promote activities which would, if conducted, be illegal or unlawful;
· involve activities outside the scope of your responsibilities – for example, unauthorised selling/advertising of goods and services;
· might affect or have the potential to affect the performance of, damage or overload the school's system, network and/or external communications in any way;
· might be defamatory or incur liability on the part of the school or adversely impact on the image of the school.

Electronic Mail and the Internet

Teaching staff can access e-mails using their C2k e-mail address. This address must not be used for personal e-mail.

Staff must not send or download defamatory, offensive or pornographic e-mail attachments.

Staff must take care when attaching documents.

Copies of e-mail should be retained where appropriate (as e-mail is a form of documentation which could be 'discoverable' in legal proceedings).

E-mail is not 'private' and the school reserves the right to access e-mail and audit the use of the system.

Computer Software

Due to potential virus infection and consequent damage to the business, staff must not load any software or apps onto any computer or device or download material from a site without the prior approval of the Principal.

Approval will only be given after virus checking.

Virus protection software is maintained and periodically updated.

Under no circumstances must games or free issue software be loaded onto school equipment.

If a specific application programme is necessary for a member of staff's work, then it will be purchased by the school.

'Pirate' copies of school owned software for use by other persons either inside or outside the school is an illegal practice.

Failure to comply with any procedure will give rise to disciplinary action being taken, and this could include dismissal.

Code of Safe Practice for Staff & Volunteers

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the internet should be supervised by an adult at all times.

- Websites viewed by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate.

- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal.

- Teachers are aware that the C2K system tracks all internet use and records the sites visited. The system also logs emails and messages sent and received by individual users. (We hope to be on C2K in the near future).

- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils should, where possible, be taken with a school iPad/camera and images should be stored in the passcode secure iPad accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

Social Media

Staff members of Holy Rosary Nursery School should always maintain appropriate professional boundaries, avoid improper or inappropriate contact or relationships and be mindful of their position of trust. All online activity (both personal and professional) should be professional & appropriate and should not bring Holy Rosary Nursery School or the staff member's role into disrepute. It is not permitted to establish relationships with parents/carers of the children at Holy Rosary Nursery School on social media, including dating sites. It is not permitted for staff to discuss or refer to our workplace on social media channels. It is worth remembering that a single inappropriate or even misconstrued communication may have the potential to impact upon their careers, or even result in criminal investigation. Staff should ensure they have the highest privacy settings possible and take care as to the information they display about themselves. They should not disclose where they work and should at all times refrain from posting any lewd/ racist/ discriminatory/ explicit etc. comments.

Internet Safety Awareness for staff

The Principal keeps abreast of e-safety through CEOP (Child Exploitation and Online Protection) and ensures that this information is shared with all staff through relevant training and support.
The Principal is responsible for and will ensure that the appropriate filters are applied to all computer devices/tablets in the classrooms and to the PCs/laptops in the office. The Principal will also review the sites accessed.
Appropriate security settings and passwords are in place on the school computers; at present children do not have access to the internet; this policy will be reviewed when this situation changes.

Handling complaints

Any complaints about the appropriate use of the internet or other technologies will be handled through our Complaints Procedure.

Monitoring and evaluation

This policy will be monitored by the Principal and reviewed in line with the school's policy review schedule or more regularly in the light of any new developments in technologies, new threats to online safety or incidents that have taken place.

Parents and E-Safety

Promoting internet safety at home

Parents receive E-safety advice from Holy Rosary Nursery School including the under 5s checklist below (Appendix 1).

Parents' attention will be drawn to this E-Safety and Acceptable Use Policy. They will be required to sign up to an acceptable use agreement.

Points for Parents to Consider

It is important to promote Internet Safety in the home and to monitor internet use.

- Keep the computer in a communal area of the home.
- Ask children how the computer works.
- Monitor on-line time and be aware of excessive hours spent on the internet.
- Don't share personal information or images with people online.
- Don't accept friend requests with someone you don't know – not everyone online may be who they say they are.
- Set privacy settings on all devices so that only people you know can view your account.
- Don't post anything online that you are not happy to be shared, particularly inappropriate images or videos. It may seem like a bit of fun with friends at the time but there is always a chance those images could be shared or get into the wrong hands and could lead to harmful situations such as stalking, abuse or blackmail.
- If someone has made you feel uncomfortable or you have had disturbing interaction online, tell police or a trusted adult. You can ring the police on 101 or for help and advice ring **Childline on 0800 1111** or **Lifeline on 0808 808 8000.**
- The internet can be a great place but it is important to remember there are people out there who may wish to abuse, exploit, intimidate or bully you online – if this happens to you, tell someone immediately.
- If you receive any inappropriate images or links, it is important that you do not forward it to anyone else. Contact police or tell a trusted adult immediately. By doing this you could help prevent further such incidents. You will not get into trouble.
- Advise children to take care and to use the internet in a sensible and responsible manner.
- Discuss the fact that there are websites which are unsuitable.

- Be vigilant. Ensure that children do not arrange to meet someone they meet on line.
- Be aware that children may be using the Internet in places other than in their own home or at school.
- Know the SMART tips. (see Appendix 3)
- Download and use the **Safer Schools app** to keep up-to-date with online safety. Ask your child's teacher for details.

- Have conversations with your children about the benefits and dangers of the internet so that you can empower them to use the internet safely.
- Show interest in their online activities - their favourite websites, online games and interests and keep an eye on what they are doing online.
- Ask your children who they are talking to online and what they are talking about and remind them how important it is to tell a trusted adult if something happens online that makes them feel uncomfortable or worried because there are people who can help.
- Become a 'net-savvy' parent - the best safeguard against online dangers is being informed. Jump in and learn the basics of the Internet - read articles, take a class, and talk to other parents. You don't have to be an expert to have a handle on your child's online world.

To summarise **be vigilant while your child is online and supervise their usage constantly.**

Parental Use of Social Networking and Internet sites

Social networking sites such as Facebook, Twitter, Instagram, Snapchat and Tik Tok are now widely used allowing people to communicate in ways that were not previously possible. However, there exists the danger that these sites can be inappropriately used by some as a means of expressing negative or offensive views about schools and their staff.

At Holy Rosary Nursery School we:-
- Encourage social networking sites to be used responsibly in a beneficial and positive way by parents
- Safeguard students, staff and anyone associated with the school from the negative effects of social networking sites
- Safeguard the reputation of the school from unwarranted abuse on social networking sites

Appropriate use of social networking sites by parents
When using social media we ask you to ensure your interactions remain appropriate by:-
- refraining from any comments about the school or staff that may cause offence, be abusive, defamatory or negative in nature, be racist or threatening, make allegations, cause reputational harm either to the school as a whole or individuals within it. (Parents/carers should also be aware that defamatory comments are unlawful and may result in legal action).
- not naming or identifying staff members on social media sites
- not uploading pictures taken in the school setting, at school events or from the Seesaw app to social media
- any complaints, should they arise, should be pursued through the appropriate channels by making contact with the staff member involved or Principal at the school. A meeting can then be arranged at a mutually convenient time to bring about a resolution to the issue

If parents engage in inappropriate use:-
We at Holy Rosary Nursery School will always try to deal with concerns raised by parents in a professional and appropriate manner and understands that parents may not always realise when they have used social networking sites inappropriately. Therefore, firstly, we will discuss the matter with the parent to try and resolve the matter and to ask that the relevant information be removed from the social networking site in question.   If this request is

refused and a parent continues to use social networking sites in an inappropriate manner, the school will consider taking the following action:

- Take legal advice and/or legal action where the information posted is defamatory in any way or if the circumstances warrant this
- Set out the school's concerns to you in writing, giving you a warning and requesting that the material in question is removed
- Contact the police where the school feels it appropriate – for example, if it considers a crime (such as harassment) has been committed; or in cases where the posting has a racial element, is considered to be grossly obscene or is threatening violence
- If the inappropriate comments have been made on a school website or online forum, the school may take action to block or restrict that individual's access to that website or forum
- Contact the host/provider of the social networking site to complain about the content of the site and ask for removal of the information.
- Take other legal action against the individual.

The Board of Governors will take appropriate action in order to protect the school's reputation and that of its staff, parents, Governors, children and anyone else directly linked with Holy Rosary Nursery School.

Appendix 1

Under 5's checklist

START setting some boundaries now – it's never too early to do things like set limits for the amount of time they can spend on the computer

KEEP devices like your mobile out of reach and make sure you have passwords/PINs set up on them for the times you might lend them to your child... or for when they simply get hold of them themselves!

CHECK the age ratings and descriptions on apps, games, online TV and films before downloading them and allowing your son or daughter to play with or watch them

EXPLAIN your technology rules to grandparents, babysitters and the parents of your child's friends so that they also stick to them when they're looking after your child

REMEMBER that public Wi-Fi (e.g. in cafés) might not have Parental Controls on it – so, if you hand over your iPad to your child while you're having a coffee, they might be able to access more than you bargained for

SET the homepage on your family computer or tablet to an appropriate website like CBeebies

Appendix 2

Appendix 3

Are you SMART on the internet?
At Holy Rosary Nursery School we follow the SMART rules when we use the internet to help to keep ourselves safe.
Read about what they are and maybe you could even download a poster and stick it next to your computer so **everyone** knows how to stay safe online!

Appendix 4

Useful links

https://www.internetmatters.org/advice/0-5/#checklist

https://nationalonlinesafety.com/guides/roblox-2021

https://www.childnet.com/parents-and-carers/hot-topics/digital-wellbeing/3-7-year-olds-

https://www.childnet.com/parents-and-carers

https://www.childnet.com/resources/keeping-under-fives-safe-online

https://www.parentsprotect.co.uk/internet-safety.htm?utm_source=bing&utm_medium=ad&utm_campaign=pp-online-safety

https://inege.com/safer-schools-ni/

https://inege.com

Appendix 5

Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:
- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that *students / pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users.

Parents are requested to take time to read Holy Rosary Nursery School's E-Safety and Acceptable Use of ICT and Digital Technologies Policy and sign the permission form below to show their support of the school in this important aspect of the school's work.

☐ I have read and understood the school's E-Safety and Acceptable Use of ICT and Digital Technologies Policy on behalf of my child and agree to abide by it.

☐ I give permission for him/her to have supervised access to appropriate software on the desktop, iPads or internet in their classroom.

☐ I agree not to post anything regarding other children, their parents or families or staff of Holy Rosary Nursery School on social networking sites.

☐ I understand that I must access the Seesaw family app for home school communications including children's photographs, observations, news and nursery announcements.

Child's Name _____

Signed _____

Date _____

Appendix 6

Staff (and Volunteer) Acceptable Use
Policy Agreement

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for students' / pupils' learning and will, in return, expect staff and volunteers to agree to be responsible users.

Teaching staff and full-time nursery assistants each have use of an iPad for teaching and learning purposes, for observations etc. of the children and for use of the Seesaw app. Staff are permitted to bring these devices home, providing they abide by the terms of the below agreement.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital

technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the *school* will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, tablets etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT resources:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the Seesaw/social media) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I will declare any relationships with parents/carers to the Principal.
- I will not establish any new relationships with parents/carers of the children at Holy Rosary Nursery School on social media during the course of my work experience/volunteering.

- I will not discuss the school, staff or children on social media in any way even after my work experience/volunteering has finished. (see Confidentiality Policy).
- I will only communicate with students / pupils and parents /carers using official school systems. Any such communication will be professional in tone and manner. I will not engage in any on-line activity that may compromise my professional responsibilities.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal mobile devices (laptops / tablets / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs)
- I will ensure that my data is regularly backed up.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and

confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:
- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors or the employing authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name: _____

Signed: _____

Date: _____