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Acceptable IT Use Policy and Procedure

EYFS: 3.1-3.8

Legislation

- Data Protection Act 2018
- General Data Protection Regulation (Regulation (EU) 2016/679)

Related Policies

- Whistleblowing
- Social Networking
- Child Protection
- Online Safety

This Policy describes the rights and responsibilities of staff using resources, such as computers, tablets, the internet, landline and mobile telephones, and other electronic equipment. It explains the procedures you are expected to follow and makes clear what is considered acceptable behaviour when using them. These devices are a vital part of our business and should be used in accordance with our policies to protect children, staff and families.

Security and passwords

All electronic devices will be password protected and passwords will be updated on a regular basis. Passwords for our systems are confidential and must be kept as such. You must not share any passwords with any other person; you must not allow the use of or share with any other staff member your password. You must not share any door access and or security codes with any guest, courier, or non-authorised personnel.

Email

We expect all staff to use good business practice when using email. As email is not a totally secure system of communication and can be intercepted by third parties, external email should not normally be used in relation to confidential transactions.
Emails must not be used to send abusive, offensive, sexist, racist, disability-biased, sexual orientation based or defamatory material, including jokes, pictures or comments which are potentially offensive. Such use may constitute harassment and/or discrimination and may lead to disciplinary action up to and including summary dismissal. If you receive unwanted messages of this nature, you should bring this to the attention of your manager.

Internet access

You must not use the internet facilities to visit, bookmark, download material from or upload material to inappropriate, obscene, pornographic, or otherwise offensive websites. Such use constitutes misconduct and will lead to disciplinary action up to and including summary dismissal in serious cases. Internet usage should be limited to nursery (job) related activities and personal use is not permitted.

Each employee has a responsibility to report any misuse of the internet or email. By not reporting such knowledge, the employee will be considered to be collaborating in the misuse. Each employee can be assured of confidentiality when reporting misuse.

Suggest having a sub section on Blogging and Social Networking
Only authorised persons are allowed to publish information on behalf of Day Care at Saint Martin's on public platforms or use any social media accounts linked to the nursery.

- Ensure no information detrimental to the nursery is published.
- Content must be written in a professional and responsible manner.
- Obtain appropriate approval when writing about the nursery or commenting on the wider education sector.
- Personally written content should not include (Day Care at Saint Martin's) logos or trademarks, in a manner suggesting the content is endorsed by Day Care at Saint Martin's.
- Only approved instant messaging applications must be used for nursery communications with parents or members of the public.

Personal use of the internet, email and telephones
Any use of our electronic communication systems (including email, internet and telephones) for purposes other than the duties of your employment is not permitted.

Emergency personal calls need to be authorised by the manager and where possible, be made on your own personal mobile phone outside the nursery.

Disciplinary action will be taken where:

- the privilege of using our equipment is abused; or
- unauthorised time is spent on personal communications during working hours.

All staff at Day Care at Saint Martin's must ensure the physical security of the premises and the equipment they are using. The following must be always observed:

- Guests and couriers will not have any access to the nursery equipment, unless required for legitimate Day Care at Saint Martin's business purposes and supervised by a competent person (potentially authorised nursery personnel) for further procedures regarding visitors please refer to the **Visitor's Policy.**
- Nursery equipment must not be removed from the premises without prior authorisation from the nursery Manager and or nursery Director.

Any IT equipment must not be relocated or unplugged without prior approval from the nursery Manager and or nursery Director

Data protection
When using any of our systems employees must adhere to the requirements of the General Data Protection Regulation 2018 (GDPR). For more information see our **Data Protection and Confidentiality Policy.**

Downloading or installing software

Employees must not install any software that has not been cleared for use by the manager onto our computers or IT systems. Connecting non-nursery provided storage devices to any Nursery IT equipment or device is strictly prohibited. Such action may lead to disciplinary action up to and including summary dismissal in serious cases.
A user must obtain express written permission from the nursery Manager or Director before installing non-nursery approved software on nursery IT equipment.

Using removable devices
Removable storage media which has been used on hardware not owned by us (e.g. USB pen drive, CDROM etc. must not be used. The Nursery Director may need to use a work USB to download CCTV in Child Protection Cases so as to provide evidence to the LADO/MASH/Police.

Procedure
Each employee must report any misuse of the internet or email, by completed the **'Record of allegation form' (CPF 04)** and the **DSL must complete their part of this form** along with the **'Correspondence log' (CPF 02).**

This policy was adopted on	Signed on behalf of the nursery	Date for review
13/09/2021	*Sarah Beattie*	*13/09/2022*