



**kindersiversity**  
**DAYCARE**

**Kindersiversity Speldhurst**  
**Acceptable Use of Technology Policy**  
September 2021

## Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Kinderversity's IT 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 learners, 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 Kinderversity's expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that Kinderversity's 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 Kinderversity Speldhurst 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 Kinderversity's Acceptable Use of Technology Policy (AUP) should be read and followed in line with Kinderversity staff code of conduct and remote learning AUP.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with Kinderversity's ethos, Kinderversity's staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Use of Kinderversity Speldhurst Devices and Systems

4. I will only use the equipment and internet services provided to me by Kinderversity for example Kinderversity provided laptops, tablets, mobile phones, and internet access, when working with learners.
5. I understand that any equipment and internet services provided by my workplace is intended for education 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.

### Data and System Security

6. 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 Kinderversity's systems
  - I will protect the devices in my care from unapproved access or theft.

7. I will respect Kindersersity's system security and will not disclose my password or security information to others.
8. 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 IT system manager.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the Kindersersity Speldhurst's information security 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 Kindersersity 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 Kindersersity.
11. I will not keep documents which contain Kindersersity 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 Kindersersity learning platform to upload any work documents and files in a password protected environment or Kindersersity VPN.
12. I will not store any personal information on the Kindersersity's IT system, including Kindersersity's laptops or similar device issued to members of staff, that is unrelated to Kindersersity activities, such as personal photographs, files or financial information.
13. I will ensure that Kindersersity 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.
14. I will not attempt to bypass any filtering and/or security systems put in place by the Kindersersity.
15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT Support Provider Ryan Kuwertz as soon as possible.
16. If I have lost any Kindersersity related documents or files, I will report this to the ICT Support Provider Ryan Kuwertz.

17. Any images or videos of learners will only be used as stated in the Kinderversity's camera and image use policy. I understand images of learners must always be appropriate and should only be taken with Kinderversity provided equipment and only be taken/published where learners and/or parent/carers have given explicit written consent.

## **Classroom Practice**

18. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in child protection, online safety, remote learning AUP Policies.

19. I have read and understood Kinderversity's mobile technology and social media policies.

20. I will promote online safety with the learners 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 learners 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) (Sam Edwards) or a deputy (Emma Philpott-Kuwertz) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
- make informed decisions to ensure any online safety resources used with learners is appropriate.

21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with Kinderversity Speldhurst's child protection policies.

22. 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**

23. 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 code of conduct and Kinderversity's mobile technology policy and the law.

## **Online Communication, including Use of Social Media**

24. 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 staff code of conduct, Kinderversity's social media policy and the law. In line with Kinderversity's social media policy.

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

25. My electronic communications with current and past learners 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 Kinderversity' approved and/or provided communication channels and systems, such as a Kinderversity email address, user account or telephone number.
- I will not share any personal contact information or details with learners, 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 or past learners and/or their parents/carers.
- If I am approached online by a current or past learner or parents/carer, I will not respond and will report the communication to my line manager Sam Edwards and Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or Emma Philpott-Kuwertz (owner).

## **Policy Concerns**

26. 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.

27. 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.

28. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Kinderversity into disrepute.

29. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the Kinderversity Speldhurst child protection policy.

30. I will report concerns about the welfare, safety, or behaviour of staff to the manger Sam Edwards, in line with the allegations against staff policy.

## Policy Compliance and Breaches

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

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

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## 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 Kinderversity ensure that all visitors and volunteers understand the school/settings 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 Kinderversity, 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 Kinderversity's AUP should be read and followed in line with the Kinderversity 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 Kinderversity ethos, Kinderversity staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Data and Image Use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. I understand that I am allowed to take images or videos of learners. Any images or videos of learners will only be taken in line with the Kinderversity camera and image use policy.

### Classroom Practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners.
7. Where I deliver or support remote learning, I will comply with the Kinderversity remote learning AUP.
8. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
9. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (Sam Edwards) in line with the Kinderversity child protection policy.

10. 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**

11. In line with Kinderversity's mobile technology policy, I understand that Parents/carers and visitors including volunteers and contractors should ensure that Kinderversity's expectations regarding visitor use e.g mobile phones and personal devices are not permitted.

## **Online Communication, including the Use of Social Media**

12. I will ensure that my online reputation and use of technology and is compatible with my role within Kinderversity. 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 online safety/social media policy.
- I will not discuss or share data or information relating to learners, staff, school/setting 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 Kinderversity's code of conduct/behaviour policy and the law.

13. My electronic communications with learners, 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 Kinderversity's approved communication channels such as via a Kinderversity 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 this will be discussed with the DSL (Sam Edwards) or the owner (Emma Philpott-Kuwertz).

## **Policy Compliance, Breaches or Concerns**

14. If I have any queries or questions regarding safe and professional practice online either in Kinderversity or off site, I will raise them with the Designated Safeguarding Lead (Sam Edwards) or the owner (Emma Philpott-Kuwertz).

15. 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.

16. 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.



17. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Kinderversity into disrepute.

18. I understand that Kinderversity may exercise its right to monitor the use of Kinderversity's information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

19. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead (Sam Edwards) in line with Kinderversity's child protection policy.

20. I will report concerns about the welfare, safety, or behaviour of staff to the manager (Sam Edwards), in line with the allegations against staff policy.

21. I understand that if Kinderversity believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, Kinderversity may invoke its disciplinary procedures.

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

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

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## Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of Kinderversity Speldhurst community are fully aware of the Kinderversity boundaries and requirements when using the settings 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 Kinderversity community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. Kinderversity provides Wi-Fi for the setting community and allows access for Educational purposes.
2. I am aware that Kinderversity will not be liable for any damages or claims of any kind arising from the use of the wireless service. Kinderversity takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the setting premises that is not the property of Kinderversity.
3. The use of technology falls under Kinderversity's Acceptable Use of Technology Policy (AUP), online safety policy and behaviour policy which all learners/staff/visitors and volunteers must agree to and comply with.
4. Kinderversity 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. Kinderversity 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 setting's service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The setting's wireless service is not secure, and Kinderversity cannot guarantee the safety of traffic across it. Use of the setting's 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. Kinderversity accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the setting's 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 Kinderversity 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 Kindersiversity's security and filtering systems or download any unauthorised software or applications.
- 11. My use of Kindersiversity's Wi-Fi will be safe and responsible and will always be in accordance with the setting 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 Kindersiversity into disrepute.
- 13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (Sam Edwards) as soon as possible.
- 14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Sam Edwards) or the owner (Emma Philpott-Kuwertz).
- 15. I understand that my use of the setting's Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If Kindersiversity suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then Kindersiversity may terminate or restrict usage. If Kindersiversity 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  
Kindersiversity's Wi-Fi acceptable Use Policy.**

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