

St Helen's Pre-school Acceptable Use of ICT Systems and Internet Access

Staff and Volunteers will be expected to be responsible users off internet as detailed below:

- Use ICT systems in a responsible way, to ensure that there is no risk to own safety or that of the ICT systems and other users.
- Understand that the rules set out are also applicable off premises
- Be professional in communications and actions when using ICT and the internet
- Ensure permission is granted before publishing images of others, they will not be identified by name if inappropriate
- Only communicate with parents/carers using official setting systems
- Immediately report any illegal or inappropriate material to the manager
- Not engage in on-line activity that may compromise professional responsibilities or that of the setting
- Not download or access any materials which are illegal or inappropriate
- Work in accordance with the Confidentiality policy, Safeguarding & Child Protection policies and the Acceptable Use of Technologies statement

Staff, student & volunteer declaration

I understand that if I fail to comply with this Acceptable use Policy Agreement, I will be subject to disciplinary action or in the event of illegal activities, the involvement of the police.

I have read and understood the above and agree to use ICT systems (both on and off the premises) within these guidelines

Staff/Volunteer

Signed

Date
