

## 1.8 Acceptable Use Policy (AUP)

### Aims

The Acceptable Use Policy (AUP) will aim to:

- safeguard children and young people by promoting appropriate and acceptable use of information and communication technology (ICT).
- outline the roles and responsibilities of all individuals who are to have access to and/or be users of, work-related ICT systems.
- ensure all ICT users have an acute awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be applied.

### Roles and responsibilities

#### Registered person

The registered person is to have overall responsibility for ensuring online safety will be considered an integral part of everyday safeguarding practice. This will include ensuring:

- early years practitioners and their managers will receive the appropriate training, guidance, time and resources to effectively implement online safety policies and procedures.
- clear and rigorous policies and procedures are to be applied to the use/non-use of personal ICT equipment by all individuals who affect or come into contact with the early years setting. Such policies and procedures are to include the personal use of work-related resources.
- the AUP is to be implemented, monitored and reviewed regularly, and for ensuring all updates are to be shared with relevant individuals at the earliest opportunity.
- monitoring procedures are to be open and transparent.
- allegations of misuse or known incidents are to be dealt with appropriately and promptly, in line with agreed procedures, and in liaison with other agencies, where applicable.
- effective online safeguarding support systems are to be put in place, for example, filtering controls, secure networks and virus protection.

**The Designated Safeguarding Lead (DSL)** must be a senior member of the management team who is to have relevant, current and practical knowledge and understanding of safeguarding, child protection and online safety. Access to an individual holding this role is to be available at all times, for example, a designated deputy. The DSL will be responsible for ensuring:

- agreed policies and procedures are to be implemented in practice.
- all updates, issues and concerns are to be communicated to all ICT users.
- the importance of online safety in relation to safeguarding is to be understood by all ICT users.
- the training, learning and development requirements of early years practitioners and their managers are to be monitored and additional training needs identified and provided for.

- an appropriate level of authorisation is to be given to ICT users. Not all levels of authorisation will be the same - this will depend on, for example, the position, work role and experience of the individual concerned. In some instances, explicit individual authorisation must be obtained for specific activities where deemed appropriate.
- any concerns and incidents are to be reported in a timely manner in line with agreed procedures.
- the learning and development plans of children and young people will address online safety.
- a safe ICT learning environment is to be promoted and maintained.

**Early years practitioners and their managers** will ensure:

- the timely reporting of concerns in relation to alleged misuse or known incidents, subject to agreed procedures.
- ICT equipment is to be checked before use and all relevant security systems judged to be operational.
- awareness will be raised of any new or potential issues, and any risks which could be encountered as a result.
- children and young people are to be supported and protected in their use of online technologies – enabling them to use ICT in a safe and responsible manner.
- online safety information is to be presented to children and young people as appropriate for their age and stage of development.
- children and young people will know how to recognise and report a concern.
- all relevant policies and procedures are to be adhered to at all times and training undertaken as is to be required.

**Children** will be encouraged to:

- be active, independent and responsible learners, who will contribute as appropriate to policy and review.
- abide by the Acceptable Use Agreement as to be approved by peers, early years practitioners and their managers, parents and carers.
- tell a familiar adult about any access of inappropriate content, material that makes them feel uncomfortable or contact made with someone they do not know, straight away, without fear of reprimand (age and activity dependent).

**Parents and carers** are to be encouraged to sign Acceptable Use Agreements and to share responsibility for their actions and behaviours. This will ensure a consistent message is to be communicated to all.

A copy of an Acceptable Use Agreement is to be provided to parents and carers on enrolment of their child at the early years setting. This will be reviewed on an annual basis thereafter. It will be an expectation that parents and carers will explain and discuss the Acceptable Use Agreement with their child to ensure that it is to be clearly understood and agreed. Records of all signed agreements are to be kept on file.

**Parents and carers** will also be required to sign additional Acceptable Use Agreements if they are to undertake any voluntary work within the early years setting and/or participate on associated trips or visits. Further agreement is to be sought if parents and carers are to be given remote access to ICT systems, such as a learning environment, electronic portfolio or remote webcam.

### **Acceptable use by early years practitioners and their managers.**

Early years practitioners and their managers should be enabled to use work-based online technologies:

- to access age appropriate resources for children and young people;
- for research and information purposes;
- for study support.

All early years practitioners and their managers will be subject to authorised use as agreed by the Designated Safeguarding Lead (DSL). Authorised users will have their own individual password to access a filtered internet service provider. Users are not generally permitted to disclose their password to others, unless required to do so by law or where requested to do so by the Designated Safeguarding Lead. All computers and related equipment are to be locked when unattended to prevent unauthorised access.

All early years practitioners and their managers are to be provided with a copy of the Acceptable Use Policy and a copy of the Acceptable Use Agreement, which they must sign, date and return. A signed copy is to be kept on file.

The use of personal technologies will be subject to the authorisation of the DSL, and such use will be open to scrutiny, monitoring and review.

### **In the event of misuse by staff.**

Should it be alleged, that an early years practitioner or manager is to have misused any ICT resource in an abusive, inappropriate or illegal manner, a report is to be made to the Designated Safeguarding Lead and the registered person immediately. Should the allegation be made against the DSL, a report is to be made to a senior manager and the registered person. Procedures are to be followed as appropriate, in line with the Safeguarding Policy. Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, Ofsted and/or the Police will be notified as applicable.

### **Acceptable use by children**

Children and young people will be informed of the behaviours which will be deemed unacceptable. This will allow children and young people to take some degree of responsibility for their own actions.

In the event that a child or young person should accidentally access inappropriate material, it must be reported to an adult immediately. Appropriate action is to be taken to hide or minimise the window. The computer will not be switched off nor will the page be closed, as it may be necessary to refer to the site during investigations to allow effective filters to be put in place to prevent further inadvertent access.

### **Acceptable use by parents and carers**

Partnership working with parents and carers should be considered essential practice for promoting an agreed and consistent message which will define acceptable and unacceptable behaviours. Parents and carers will therefore be asked to sign an Acceptable Use Agreement in order to promote this shared message.

Parents and carers are to be encouraged to contribute to the Acceptable Use Agreement and should be advised to use it should their child access similar technologies at home. Should parents or carers wish to use personal technologies, such as cameras within the setting environment, authorisation must be obtained from the Designated Safeguarding Lead. Specific guidelines for the use of such technologies must be followed.

### **Acceptable use by visitors, contractors and others**

All individuals who affect or come into contact with the early years setting are to be expected to behave in an appropriate and respectful manner. No such individual will be permitted to have unsupervised contact with children and young people. All guidelines in respect of acceptable use of technologies must be adhered to. The right to ask any individual to leave at any time is to be reserved.

This policy was adopted by Checkendon Pre-School *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_