



## Parents/ Carers Acceptable Use Policy

Woodpeckers Pre-School recognises the essential and important contribution that technology plays in promoting children's learning and development, believe it and offers a fantastic range of positive activities and experiences. However, we recognise that this can bring risks. We take children's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that children are safe they are at Woodpeckers.

Whilst at Woodpeckers, children have no independent access to the internet. The internet is used only to support education and curriculum subjects, and these are always risk assessed before shown to the children. However, we believe it is never too early to teach children how to use the internet safety (like crossing the road) and promote online safety at this young age through four rules: I only go online with a grown up; I am kind online; I keep information about me safe online; I tell a grown up if something online makes me unhappy or worried.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home.

Parents/carers can visit Woodpeckers website's (link) for more information about our approach to online safety. Full details of Woodpeckers Online Safety Policy is also available on our website or you may request a copy.

Parents/carers may also like to visit the following links for more information about keeping children safe online:

- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- [www.childnet.com](http://www.childnet.com)
- [www.nspcc.org.uk/online-safety](http://www.nspcc.org.uk/online-safety)
- [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- [www.internetmatters.org](http://www.internetmatters.org)

To support Woodpeckers Pre-School in developing children's knowledge and understanding about online safety, we request parents/carers read the Acceptable Use Policy, discuss the content with children (at a level appropriate for your children's age and development) and return the attached form.



## Parent/Carer Acceptable Use of Technology Policy (AUP)

1. I know that my child will be provided with internet access and will use a range of IT systems including **Interactive TV and Ipad**s in order to access the curriculum and be prepared for modern life whilst at Woodpeckers Preschool CIO.
2. I understand that the AUP applies to my child's use of Woodpeckers Preschool CIO devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another child, could have repercussions for the orderly running of the Woodpeckers Preschool CIO, if a child is identifiable as a member of the school/setting, or if the behaviour could adversely affect the reputation of the school/setting.
3. I am aware that use of mobile and smart technology, such as mobile phones by children, is not permitted at Woodpeckers Preschool CIO.
4. I understand that any use of Woodpeckers Preschool CIO devices and systems are appropriately filtered; this means/includes videos, apps and other media is always watched by a member of staff before sharing with the children. Our broadband provider Vodafone through Onecom also includes filtering and monitoring.
5. I am aware that my child's use of Woodpeckers Preschool CIO provided devices and systems will be monitored for safety and security reasons, when used on and offsite. This includes children always being supervised whilst online. Monitoring approaches are in place to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
6. I understand that the Woodpeckers Preschool CIO will take every reasonable precaution, including implementing appropriate monitoring and filtering systems as above, to ensure my child is safe when they use Woodpeckers Preschool CIO devices and systems, onsite. I however understand that the Woodpeckers Preschool CIO cannot ultimately be held responsible for filtering breaches that occur due to the dynamic nature of materials accessed online, or if my child is using a personal device, including mobile or smart technologies.
7. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of Woodpeckers Preschool CIO.
8. I will support Woodpeckers Preschool CIO safeguarding policies and will ensure that I use appropriate parental controls, will appropriately supervise/monitor my child's use of the internet

outside of Woodpeckers Preschool CIO and will discuss online safety with them when they access technology at home.

9. I know I can seek support from the Woodpeckers Preschool CIO about online safety, such as via the Woodpeckers Preschool CIO website <https://www.woodpeckers-preschool.com> , to help keep my child safe online at home.
10. I will support the Woodpeckers Preschool CIO approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text, and video online responsibly.
11. I, together with my child, will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the Woodpeckers Preschool CIO community, or content that could adversely affect the reputation of the Woodpeckers Preschool CIO.
12. I understand that a partnership approach to online safety is required. If the Woodpeckers Preschool CIO has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
13. I understand that if I or my child do not abide by the Woodpeckers Preschool CIO AUP, appropriate action will be taken. This could include sanctions being applied in line with Woodpeckers Preschool CIO policies and if a criminal offence has been committed, the police being contacted.
14. I know that I can speak to the Designated Safeguarding Lead ( Mandy Swift) or the Deputy Safeguarding Lead ( Sarah Bartholomew) if I have any concerns about online safety.

**I have read, understood and agree to comply with the Woodpeckers Preschool CIO Parent/Carer Acceptable Use of Technology Policy.**

Child's Name.....

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....



## **Staff Acceptable Use of Technology Policy (AUP)**

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Woodpeckers Preschool CIO 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 children, 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 Woodpeckers Preschool CIO expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that Woodpeckers Preschool CIO 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 Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the Woodpeckers Preschool CIO or accessed by me as part of my role within Woodpeckers Preschool CIO, professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that Woodpeckers Preschool CIO Acceptable Use of Technology Policy (AUP) should be read and followed in line with the setting child protection policy and staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the Woodpeckers Preschool CIO ethos, Woodpeckers Preschool CIO staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

## Use of Woodpeckers Preschool CIO devices and systems

4. I will only use the equipment and internet services provided to me by the Woodpeckers Preschool CIO for example Woodpeckers Preschool CIO provided laptops, tablets, mobile phones and internet access, when working with children.
5. I understand that any equipment and internet services provided by my workplace are 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.
  - o I will use a 'strong' password to access Woodpeckers Preschool CIO systems.
  - o I will protect the devices in my care from unapproved access or theft. **This will be by not leaving the device visible in a public place and ensuring that the laptop is locked before storing away.**
7. I will respect Woodpeckers Preschool CIO 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 relevant authority.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars unless we are sure it is safe to do so.
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the Woodpeckers Preschool CIO information security policies.
  - o 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.
  - o Any data being removed from the Woodpeckers Preschool CIO 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 the Woodpeckers Preschool CIO.
11. I will not keep documents which contain Woodpeckers Preschool CIO 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 Woodpeckers Preschool CIO learning platform to upload any work documents and files in a password protected environment.

12. I will not store any personal information on the Woodpeckers Preschool CIO IT system, including Woodpeckers Preschool CIO laptops or similar devices issued to members of staff, that is unrelated to Woodpeckers Preschool CIO activities, such as personal photographs, files or financial information.
13. I will ensure that Woodpeckers Preschool CIO 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 Woodpeckers Preschool CIO.
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 DSL/ Deputy DSL as soon as possible.
16. If I have lost any Woodpeckers Preschool CIO related documents or files, I will report this to the DSL/ Deputy DSL and Woodpeckers Preschool CIO Data Protection Officer (Amanda Swift) as soon as possible.
17. Any images or videos of children will only be used as stated in the Woodpeckers Preschool CIO image use policy . I understand images of children must always be appropriate and should only be taken with Woodpeckers Preschool CIO provided equipment and only be taken/published where children and/or parent/carers have given explicit written consent.

## **Classroom practice**

18. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by Woodpeckers Preschool CIO as detailed in our child protection policy, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.
19. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL and Deputy DSL , in line with the setting child protection policy.
20. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces.
21. I will promote online safety with the children 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:
  - o exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.

- o creating a safe environment where children feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or being judged for talking about something which happened to them online.
  - o involving the Designated Safeguarding Lead (DSL) (Amanda Swift) or a deputy (Sarah Bartholomew) as part of planning online safety lessons or activities to ensure support is in place for any children who may be impacted by the content.
  - o Informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
  - o make informed decisions to ensure any online safety resources used with children is appropriate.
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 have read and understood the Woodpeckers Preschool CIO mobile and smart technology and social media policies which addresses use by children and staff.
24. 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 the Woodpeckers Preschool CIO mobile technology policy and the law.

## **Online communication, including use of social media**

25. 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 child protection policy, staff code of conduct, social media policy and the law.
26. As outlined in the staff code of conduct and Woodpeckers Preschool CIO social media policy:
- o I will take appropriate steps to protect myself and my reputation, and the reputation of the Woodpeckers Preschool CIO, online when using communication technology, including the use of social media.
  - o I will not discuss or share data or information relating to children, staff, Woodpeckers Preschool CIO business or parents/carers on social media.
27. My electronic communications with current and past children and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
- o I will ensure that all electronic communications take place in a professional manner via Woodpeckers Preschool CIO approved and/or provided communication channels and

systems, such as a Woodpeckers Preschool CIO email address, user account or telephone number.

- o I will not share any personal contact information or details with children, such as my personal email address or phone number.
- o I will not add or accept friend requests or communications on personal social media with current or past children and current parents/carers.
- o If I am approached online by current or past children or current parents/carers, I will not respond and will report the communication to my Designated Safeguarding Lead (DSL).
- o Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL and/or the Chairperson.

## **Policy concerns**

- 28. 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.
- 29. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
- 30. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the Woodpeckers Preschool CIO into disrepute.
- 31. I will report and record any concerns about the welfare, safety or behaviour of children or parents/carers online to the DSL in line with the Woodpeckers Preschool CIO child protection policy.
- 32. I will report concerns about the welfare, safety, or behaviour of staff online to the management team, in line with Woodpeckers Preschool CIO child protection policy and/or the allegations against staff policy.

## **Policy Compliance and Breaches**

- 33. If I have any queries or questions regarding safe and professional practice online, either in Woodpeckers Preschool CIO or off site, I will raise them with the DSL.
- 34. I understand that the Woodpeckers Preschool CIO may exercise its right to monitor the use of its devices' information systems to monitor policy compliance and to ensure the safety of children and staff. This includes monitoring all Woodpeckers Preschool CIO provided devices and Woodpeckers Preschool CIO systems and networks including Woodpeckers Preschool CIO provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via Woodpeckers Preschool CIO provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.



- 35. I understand that if Woodpeckers Preschool CIO believe that unauthorised and/or inappropriate use of Woodpeckers Preschool CIO devices, systems or networks is taking place, Woodpeckers Preschool CIO may invoke its disciplinary procedures as outlined in the staff code of conduct.
- 36. I understand that if Woodpeckers Preschool CIO believe that unprofessional or inappropriate online activity, including behaviour which could bring Woodpeckers Preschool CIO into disrepute, is taking place online, the Woodpeckers Preschool CIO may invoke its disciplinary procedures as outlined in the staff code of conduct.
- 37. I understand that if the Woodpeckers Preschool CIO suspects criminal offences have occurred, the police will be informed.

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

Name of staff member: .....

Signed: .....

Date (DDMMYY).....



## 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 Woodpeckers Preschool CIO ensure that all visitors and volunteers understand the Woodpeckers Preschool CIO 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, either provided to me by the Woodpeckers Preschool CIO or accessed by me as part of my role within Woodpeckers Preschool CIO, professionally and personally. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that Woodpeckers Preschool CIO AUP should be read and followed in line with Woodpeckers Preschool CIO staff 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 the Woodpeckers Preschool CIO ethos, Woodpeckers Preschool CIO staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.
4. 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.
5. 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.
6. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Woodpeckers Preschool CIO into disrepute.

## **Data and image use**

7. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including UK GDPR.
8. I understand that I am allowed to take images or videos of children when asked to by a member of staff. Any images or videos of children will only be taken in line with the Woodpeckers Preschool CIO camera and image use policy.

## **Classroom practice**

9. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of children.
10. I will support and reinforce safe behaviour whenever technology is used on site and I will promote online safety within my care.
11. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the Woodpeckers Preschool CIO community, I will report this to the DSL and in line with the Woodpeckers Preschool CIO child protection policy.
12. 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**

13. I have read and agree to follow Woodpeckers Preschool CIO mobile device and smart technology policy.

## **Online communication, including the use of social media**

14. I will ensure that my online reputation and use of technology is compatible with my role within Woodpeckers Preschool CIO. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
  - o I will take appropriate steps to protect myself online as outlined in the child protection and social media policy.
  - o I will not discuss or share data or information relating to children, staff, Woodpeckers Preschool CIO business or parents/carers on social media.
  - o 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 Woodpeckers Preschool CIO code of conduct and the law.
15. My electronic communications with children, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.

- o All communication will take place via Woodpeckers Preschool CIO approved communication channels such as via a Woodpeckers Preschool CIO provided email address, account or telephone number.
- o Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
- o Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with the DSL ( Amanda Swift) or Deputy DSL ( Sarah Bartholomew).

## **Policy compliance, breaches or concerns**

16. If I have any queries or questions regarding safe and professional practice online either in Woodpeckers Preschool CIO or off site, I will raise them with the Designated Safeguarding Lead.
17. I understand that the Woodpeckers Preschool CIO may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children and staff. This includes monitoring all Woodpeckers Preschool CIO provided devices and Woodpeckers Preschool CIO systems and networks including Woodpeckers Preschool CIO provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via Woodpeckers Preschool CIO provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
18. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers online to the Designated Safeguarding Lead (Amanda Swift) in line with the Woodpeckers Preschool CIO child protection policy.
19. I will report concerns about the welfare, safety, or behaviour of staff online to the management team, in line with the allegations against staff policy.
20. I understand that if the Woodpeckers Preschool CIO believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the Woodpeckers Preschool CIO may invoke its disciplinary procedures.
21. I understand that if the Woodpeckers Preschool CIO suspects criminal offences have occurred, the police will be informed.

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

Name of visitor/volunteer: .....

Signed: .....

Date  
(DDMMYY).....

.....



## **Wi-Fi Acceptable Use Policy**

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

1. The Woodpeckers Preschool CIO provides Wi-Fi for the setting community and allows access for education and administrative purposes.
2. I am aware that the Woodpeckers Preschool CIO will not be liable for any damages or claims of any kind arising from the use of the wireless service. The Woodpeckers Preschool CIO takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the Woodpeckers Preschool CIO premises that is not the property of the Woodpeckers Preschool CIO.
3. The use of technology falls under Woodpeckers Preschool CIO Acceptable Use of Technology Policy (AUP), online safety policy and behaviour policy which all children /staff/visitors and volunteers must agree to and comply with.
4. The Woodpeckers Preschool CIO 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. Woodpeckers Preschool CIO 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 Woodpeckers Preschool CIO service is adequately secure, such as up-to-date anti-virus software, systems updates.

7. The Woodpeckers Preschool CIO wireless service is not secure, and the Woodpeckers Preschool CIO cannot guarantee the safety of traffic across it. Use of the Woodpeckers Preschool CIO 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. The Woodpeckers Preschool CIO accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the Woodpeckers Preschool CIO 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 the Woodpeckers Preschool CIO 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 the Woodpeckers Preschool CIO security and filtering systems or download any unauthorised software or applications.
11. My use of Woodpeckers Preschool CIO Wi-Fi will be safe and responsible and will always be in accordance with the Woodpeckers Preschool CIO 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 the Woodpeckers Preschool CIO into disrepute.
13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (Amanda Swift) as soon as possible.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with the Designated Safeguarding Lead (Amanda Swift).
15. I understand that my use of the Woodpeckers Preschool CIO Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the Woodpeckers Preschool CIO suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the Woodpeckers Preschool CIO may terminate or restrict usage. If the Woodpeckers Preschool CIO 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 Woodpeckers Preschool CIO Wi-Fi Acceptable Use Policy.**

Name .....

Signed: .....Date  
(DDMMYY).....



## **Woodpeckers Preschool CIO**

### **Committee Social Networking Acceptable Use Policy**

*For parents/volunteers running official social media accounts*

1. As part of the Pre-School's drive to encourage safe and appropriate behaviour online, I will support the Pre-School's approach to online safety. I am aware that Facebook is a public and global communication tool and any content posted may reflect on the Pre-School, its reputation and services.
2. I will not use the Facebook page to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the Pre-School into disrepute.
3. I will not disclose information, make commitments or engage in activities on behalf of the Pre-School without authorisation from the Pre-School Designated Safeguarding Lead (Mandy Swift) or the Deputy Designated Safeguarding Lead (Sarah Bartholomew).  
The DSL/Deputy DSL or Committee Chair retains the right to remove or approve content posted on behalf of the Pre-School. Where it believes unauthorised and/or inappropriate use of the Facebook or unacceptable or inappropriate behaviour may be taking place, the Pre-School will exercise the right to ask for the content to be deleted or deactivated.
4. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
5. I will follow the Pre-School's policy regarding confidentiality and data protection/use of images.
  - I will ensure that the Pre-School has written permission from parents/carers before using images or videos which include any members of the Pre-School community.
  - Any images of pupils will be taken on Pre-School equipment, by the Pre-School and in accordance with the Pre-School image policy. Images which include pupils will only be uploaded by the Pre-School via Pre-School owned devices. Images taken for the sole purpose of inclusion on Facebook will not be forwarded to any other person or organisation.
6. I will promote online safety in the use of Facebook and will help to develop a responsible attitude to safety online and to the content that is accessed or created.

7. I will set up a specific account/profile using a Pre-School provided email address to administrate the site and I will use a strong password to secure the account. The Pre-School Designated Safeguarding Lead (Mandy Swift) and the Chair Person (Chelsea Groome) will have full admin rights to the account.
8. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used. I will ensure content is written in accessible plain English.
9. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Designated Safeguarding Lead (Mandy Swift) or the Deputy Safeguarding Lead (Sarah Bartholomew) as soon as possible..
10. I will ensure that the Facebook page is moderated on a regular basis as agreed with the Designated Safeguarding Lead (Mandy Swift) and/or Deputy Safeguarding Lead (Sarah Bartholomew).
11. I have read and understood the Pre-School online safety policy which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the Designated Safeguarding Lead (Mandy Swift).
12. If I have any queries or questions regarding safe and acceptable practice online, I will raise them with the Designated Safeguarding Lead (Mandy Swift) or Deputy Safeguarding Lead (Sarah Bartholomew).

**I have read, understood and agree to comply with Woodpeckers Pre-School's committee  
Social Networking Acceptable Use Policy**

Signed: .....

Print Name: ..... Date: .....

Accepted by: .....

Print Name: ..... Date .....





## **Official Social Networking Acceptable Use Policy for Staff**

*For use with staff running official school social media accounts*

1. As part of the Pre-School's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the Pre-School's approach to online safety. I am aware that Facebook is a public and global communication tool and that any content posted may reflect on the Pre-School, its reputation and services.
2. I will not use the Facebook page to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the Pre-School into disrepute.
3. I will not disclose information, make commitments or engage in activities on behalf of the Pre-School without authorisation from the Pre-School Designated Safeguarding Lead (Mandy Swift) or Deputy Safeguarding Lead (Sarah Bartholomew). The Chair Person (Steven White) retains the right to remove or approve content posted on behalf of the school.
4. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
5. I will follow the Pre-School's policy regarding confidentiality and data protection/use of images.
  - o This means I will ensure that the Pre-School has written permission from parents/carers before using images or videos which include any members of the Pre-School community.
  - o Any images of children will be taken on Pre-School equipment, by the Pre-School and in accordance with the Pre-School image policy. Images which include pupils will only be uploaded by the Pre-School via Pre-School owned devices. Images taken for the sole purpose of inclusion on Facebook will not be forwarded to any other person or organisation.
6. I will promote online safety in the use of Facebook and will help to develop a responsible attitude to safety online and to the content that is accessed or created. I will ensure that the communication has been appropriately risk assessed and approved by the Designated Safeguarding Lead (Mandy Swift) or Deputy Safeguarding Lead (Sarah Bartholomew).

7. I will set up a specific account/profile using a Pre-School provided email address to administrate the Facebook page and I will use a strong password to secure the account. Personal social networking accounts or email addresses will not be used.
  - o The Pre-School Designated Safeguarding Lead (Mandy Swift) and Chair Person (Steven White) will have full admin rights to the Facebook page.
8. Where it believes unauthorised and/or inappropriate use of the Facebook Page or unacceptable or inappropriate behaviour may be taking place, the Pre-School will exercise the right to ask for the content to be deleted or deactivated.
9. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
10. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Designated Safeguarding Lead (Mandy Swift) or Deputy Safeguarding Lead (Sarah Bartholomew) urgently.
11. I will ensure that the Facebook page is moderated on a regular basis as agreed with the Pre-School Designated Safeguarding Lead (Mandy Swift).
12. I have read and understood the Pre-School online safety policy which covers the requirements for safe IT use, including using appropriate devices and the use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed with the Designated Safeguarding Lead (Mandy Swift).
13. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the Designated Safeguarding Lead (Mandy Swift) or Deputy Safeguarding Lead (Sarah Bartholomew).

**I have read, understood and agreed to comply with Woodpeckers Pre-School's Social Networking Acceptable Use policy.**

Signed: .....

Print Name: ..... Date: .....

Accepted by: ..... Print Name: .....

