



The Little Meadow Group

Acceptable Use Policy (ICT)

Procedure

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Acceptable use Policy (ICT)

Policy Statement.

Little Meadow Group recognises the increased role of technology in academic environments and appreciates the need to familiarise our children with its use to support their development particularly in areas of Understanding the World. Investment has been made in Ipads and the purchase of Evidence Me. This app is designed to enable staff to gather observations on the go. It will improve the quality and consistency of formative and informative assessment, while also saving Little Meadow staff hours of record keeping time allowing for more child interactive time.

As these devices will be used by staff and children to allow two way contribution to observation and assessment it is necessary for all staff to read and sign this policy. The policy covering use of social networking sites can be found in the use of photographic equipment policy.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

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.
- Look at expectations regarding social network sites for staff and parents.

The AUP will apply to all individuals who are to have access to and/or be users of work-related ICT systems. This will include children, parents and carers, all practitioners of Little Meadow, volunteers, students, committee members, visitors and third party professionals. This list is not to be considered exhaustive.

Parents and carers, and where applicable, other agencies, will be informed of any incidents of inappropriate use of ICT that takes place on-site, and, where known, off-site.



EYFS key themes and commitments

| | | | |
|-------------------------|--------------------------------|------------------------------|---------------------------------|
| A Unique Child | Positive Relationships | Enabling Environments | Learning And Development |
| 1.3 Keeping Safe | 2.2 Parents as Partners | | |

Roles and responsibilities of equipment

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

- 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.

Users Responsibilities

Users must use the iPads and Amazon Fire with care.

The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad. Always transport safely.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

Do not subject the iPad to extreme heat or cold.

Do not store or leave unattended in vehicles.

Users may not photograph any other person, without that persons' consent.

The iPad is subject to routine monitoring by Little Meadow. Devices must be surrendered immediately upon request by any member of staff.

Users in breach of the AUP may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.



Little Meadow is not responsible for the financial or other loss of any personal files that may be deleted from an iPad as this would represent misuse of the device.

ISafeguarding and Maintaining as an Academic Tool

iPad batteries are required to be charged and be ready to use in setting.

Syncing the iPad to iTunes or iCloud will be maintained by senior staff.

Items deleted from the iPad cannot be recovered.

Memory space is limited. Academic content takes precedence, no personal files or apps for personal use are to be downloaded.

The whereabouts of the iPad should be known at all times. If the iPad is to be removed from the setting it must be signed out.

It is a user's responsibility to keep the iPad safe and secure failure to do this resulting in damage may incur personal liability for replacement or repair.

iPads are not to be tampered with in any manner other than that for which it is designed.

If an iPad is found unattended, it should be given to the nearest member of staff.

All iPads are password protected and this password is not to be shared with anyone but a member of staff. The password used is not to be changed by an individual as access must be possible to programs by all staff members on any iPad in setting.

Lost, Damaged or Stolen iPad

If the iPad is lost, stolen, or damaged, the Manager/Chair must be notified immediately.

iPads that are believed to be stolen can be tracked through iCloud.

Prohibited Uses (not exclusive):

Accessing Inappropriate Materials – All material on the iPad must be approved by Manager/committee. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Illegal Activities – Use of the setting internet/e-mail accounts for financial or commercial gain or for any illegal activity.

Violating Copyrights – Users are not allowed to have music and install apps on their iPad.

Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

Images of other people may only be made with the permission of those in the photograph.

Posting of images/movie on the Internet into a public forum is strictly forbidden.

Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.

Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.

Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

Individual users are able to remove their device from the setting but not to connect to any home internet connections or any public hot spots.

Little Meadow reserves the right to confiscate and search an iPad to ensure compliance with this AUP.

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are always kept safe. We recognise that:
 - the online world provides everyone with many opportunities; however, it can also present risks and challenges
 - we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
 - we have a responsibility to help keep children and young people safe online, whether or not they are using Little Meadow's network and devices
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

- safeguarding children who come from Black, Asian and minoritised ethnic communities
- safeguarding deaf and disabled children and young people
- safeguarding LGBTQ+ children and young people
- safeguarding children with special educational needs and disabilities (SEND).

We will seek to keep children and young people safe by:

- Our registered person will take the role of online safety coordinator
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents or carers
 - developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
 - ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
 - providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account

- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Adult Users will be requested must read and sign below:

I have read, understand and agree to abide by the terms of the Acceptable Use Policy.

Name

Signature

Date