



## 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 Super Stars Pre-school ensure that all visitors and volunteers understand the 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 Super Stars Pre-school, 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 Super Stars Pre-school AUP should be read and followed in line with the setting 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 setting ethos, setting 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 not allowed to take images or videos of children.

### 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 children see child protection policy.
7. 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.
8. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (Sandra Burgess) in line with the setting child protection policy.
9. 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

10. In line with the setting mobile and smart technology policy, I understand that mobile phones and personal devices are not used in the classroom unless for educational purposes or as part of multi-agency working arrangements. Use will need to be approved by the manager. Mobile phones and personal devices can be used in the office.

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

11. I will ensure that my online reputation and use of technology and social media is compatible with my role within the setting. 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 child protection and social media policy.
  - I will not discuss or share data or information relating to children, staff, 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 setting code of conduct policy and the law.
12. 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.
  - All communication will take place via setting approved communication channels such as via a setting 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 my ability to comply with this will be discussed with the DSL (Sandra Burgess) and manager.

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

13. If I have any queries or questions regarding safe and professional practice online either in setting or off site, I will raise them with the Designated Safeguarding Lead (Sandra Burgess) and the manager.
14. 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.
15. 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.
16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the setting into disrepute.
17. I understand that the setting may exercise its right to monitor the use of setting information systems, including internet access and the interception of emails/messages on school systems, to monitor policy compliance and to ensure the safety of children, staff and visitors/volunteers. 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 (Sandra Burgess) in line with the setting child protection policy.
19. I will report concerns about the welfare, safety, or behaviour of staff online to the manager, in line with the allegations against staff policy.
20. I understand that if the setting believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the setting may invoke its disciplinary procedures.

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

Adopted 5<sup>th</sup> September

Based on template provided by The Education People dated August 2022

To be reviewed annually

**I have read, understood and agreed to comply with Super Stars Pre-school 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).....