



Wheatley Nursery School

Wheatley Nursery School ICT Acceptable Use Policy

Lynn Wong

Signed by Chair of Governors.

Date issued: May 2022

Review date: May 2023

This policy will be reviewed as per the review schedule set by the Governing body or in accordance with policy updates issued by Oxfordshire County Council (whichever is sooner).

New technologies have become integral to the lives of children in today's society both within school and in their lives outside school. The internet and other digital information and communication tools can stimulate discussion and promote creativity helping towards effective learning.

This policy is intended to ensure:

- that pupils and adults will be responsible users and stay safe whilst using the internet and other communication technologies for educational, personal and recreational use;
- that pupils have safe access to ICT to enhance their learning and learn to be responsible users;
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Pupils' use of internet

- Use of the internet is permitted as directed by Nursery staff for purposes such as research and learning activities, directly related to the curriculum.
- Pupils will only be able to download a file, under the direct supervision of a member of staff.
- All websites will be monitored by practitioners to determine suitability.

Staff use of internet

- Use of the internet on school premises should principally be for school use, e.g. accessing learning resources, educational websites, researching curriculum topics, use of email on school business.
 - Use of the school's internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is prohibited.
 - Staff should not be accessing the internet for personal reasons whilst teaching children.
 - Use of the internet to access any illegal sites or inappropriate material is a disciplinary offence. (If accessed accidentally users should report incident immediately to the headteacher)
 - The school recognises that staff may use Facebook, Twitter, and other such social networking sites, blogging and messaging services in their private lives. Staff must not post material (including text or images) which damages the reputation of the school, or which causes concern about their suitability to work with children. Staff must recognise that it is not appropriate to discuss issues relating to children or other staff via these networks. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.
 - Existing parents will not be accepted as "friends" on social networking sites. If a parent of a pupil seeks to establish contact, the member of staff should refuse to accept the 'friendship request'.
 - USB sticks or any other removable media are not permitted in school.
 - All laptops must be password protected.
 - Sensitive data, such as children's details and reports, should be stored on an encrypted storage device.
 - Other data, such as lesson plans and resources, may be stored on unencrypted devices.

Use of mobile phones

- Staff should NOT use their personal phones for school business unless, in exceptional circumstances, an emergency telephone call needs to be made.
- Personal mobile numbers should not be given to parents.
- Mobile phones should be stored in a secure location away from pupils.

Use of digital images

- Any photos or videos taken by teachers, other adults (including parents), and the children themselves during ANY school activity (including trips / camp) should not be published anywhere on the internet (including social networking sites such as Facebook) unless consent has been obtained by the parent.
- All photos taken of the children on school cameras should be downloaded onto the school network and deleted as soon as possible. The above excludes the publication of photos on the school website (see E-safety policy for guidelines) as well as use by school for educational/display uses.

- Photos taken on school cameras of individual pupils will be uploaded to the tapestry and are only viewable by the child's registered parent. Children with permission for photos to be used online may have photos shared on Class Dojo and Tapestry, these platforms are only accessed by Wheatley Nursery School parents.

All staff will sign the ICT Code of Practice for Teachers and Adults when they join the school, as part of their induction.

Signed..... Date.....

Linked policies-

[Safeguarding and Child protection policy](#)

[Camera and Mobile Phone Policy](#)