

## Acceptable Use Agreement

**Clowns Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

ICT and related technology such as email, the internet, portable smart and mobile devices are an expected part of our daily working life. Our Online Safety policy and this agreement are designed to make sure that all staff are aware of their professional responsibility when using any form of ICT. All staff are expected to read, understand, and sign this policy and adhere, at all times, to its content. If you have any concerns or need clarification you can talk to the Operations Manager who is also the Clowns Nursery Online Safety Officer.

- I will comply with the Clowns Nursery Online Safety, Computer Access, Communications and Software, Mobile Phone, Electronic Device and Wearable Technology Photography Video and Imaging policies, without exception.
- I understand that using the nursery's ICT systems for a purpose not permitted by Clowns may result in disciplinary or criminal procedures. This includes access to personal emails, documents, and photographs via generic sites such as GoogleDrive, Microsoft One Drive, DropBox, Teams etc. Kindly note that this list extends to all social media sites (Twitter, Instagram, facebook, YouTube, TikTok etc.) and is not exhaustive.
- I will comply with the ICT system's security and not disclose any passwords provided to me by the Head.
- I understand that I am responsible for all activity carried out under my username.
- I will only use the nursery's email/internet for professional purposes.
- I will only use the approved secure email system for any Clowns business.
- I will not install any hardware or software without the permission of the Head or Online Safety Officer.
- I will not disseminate or divulge any information from our software system to any third party; I appreciate the need to observe our Privacy Policy.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal, age inappropriate or discriminatory.
- I understand that my use of the internet and other related technologies can be monitored and logged and be made available, if requested as part of any investigation.
- I understand that there is activity tracking software installed on the computers. In the event that I access a website not permitted by the nursery, this will send an email alert, site link and screen shot of the accessed site/pages to designated members of the Senior Leadership Team, including the Online Safety Officer and Front Office Manager.
- I understand that I cannot transfer information from the classroom computers to an external device. This too will trigger an email alert and screenshot to the designated members as above.
- I understand that I must not upload any photographs onto the classroom computers and must print photographs directly from the portable classroom devices (e.g. camera or tablet).

- I understand that I must transfer photographs directly from the camera or tablet onto the Online Learning Journal and will not, under any circumstance, upload them onto the classroom computer.
- I will delete all photographs from the camera or tablet once uploaded to the Online Learning Journal, or printed off, as required.
- I will respect copyright laws and intellectual property rights.
- I will only take, securely store, and use images of children or staff for professional purposes in line with the nursery's Photography, Video and Imaging policy and with written consent of the parent, carer, or staff member. I will not distribute images outside the nursery without the permission of the parent/carers, member of staff or head.
- I will not take any ICT equipment (laptop, tablet, camera etc.) that belongs to Clowns offsite without prior consent from the Head. On the rare occasion consent is given I will sign the equipment out and back in with the Online Safety Officer, including detailing the intended use whilst offsite. I understand that the borrowed equipment will be checked thoroughly upon its return.
- I will make sure that my online activity both inside and outside the nursery will not bring my professional role and Clowns' reputation into disrepute.
- I will support the nursery's Online Safety policy and help children to be safe and responsible in their use of ICT and related technologies.
- I will ensure the computer screen is locked once I have finished using it. If it is a main classroom or administration computer, I will also ensure it is turned off if I am the last person to leave at the end of the day.
- On the occasion that I bring in a personal laptop or device I will sign it in with the reception or upstairs office. I understand that I cannot use the device in the classroom but only in the designated areas.
- I will report any incidents of concern regarding children's safety to the Online Safety Officer and the Designated Safeguarding Lead.
- I understand that sanctions for disregarding any of the above will be in line with Clowns' disciplinary procedures and serious infringement may be referred to the police.
- I agree to complete all online safety training as specified by management and by the specified deadline dates. I also understand that I am required to read any policy updates, keeping up to date with changes to policies and practice as much as possible.

I agree to follow this code of conduct and to support the safe use of ICT throughout Clowns Nursery.

By signing this agreement I also confirm that I have read and fully understood the terms set out in the following policies, all updated in August 2024: Online Safety Policy (7.1), Communications and Software Policy (7.1.1) Computer Access Policy (7.1.3), Mobile Phone, Electronic Device and Wearable Technology Policy (7.2), Photography, Video and Imaging Policy (7.3), Confidentiality and Sharing of Information Policy (7.4) and agree to adhere to them, without exception.

I understand that this Acceptable Use Agreement is designed to safeguard staff, children and parents and may be amended at any time to ensure safe use of ICT throughout the nursery.

I hereby agree to the terms of the Acceptable Use Agreement.

Full name .....

Job title .....

Signature ..... Date .....

*Reviewed and updated 27<sup>th</sup> August 2025*