

Acceptable Use Policy

HANBOROUGH PRE-SCHOOL

The aim of this Acceptable Use Policy is to ensure that staff and children will benefit from the technologies offered by HANBOROUGH PRE-SCHOOL in a safe and effective manner. The AUP will be revised annually. All staff, committee and families will be consulted with and made aware of the AUP. The signing of the relevant forms will be part of all staff's induction. This version of the AUP was created in December 2016.

HANBOROUGH PRE-SCHOOL e-strategy

The school employs a number of strategies in order to maximise the opportunities offered by technology and to reduce the risks associated with the use of the Internet and mobile technologies. These strategies are as follows:

- Children will always be supervised when they are accessing the Internet
- Children will only search the Internet with an adult sitting by them, supervising their actions and responding promptly to any inappropriate material.
- In the case of accidental accessing of inappropriate materials adults will pull out the power cable from the back of the computer and will report the inappropriate accessing of material immediately to the Manager.
- E2bn Firewall and Filtering software is in place in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated on a regular basis.
- The use of the Internet and mobile technologies will be for educational purposes only.
- Adults will never disclose or publicise any child's personal information, such as addresses or telephone numbers or pictures.
- Adults will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Adults will use approved email accounts
- Adults will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Accessing chat rooms is not allowed.
- The HANBOROUGH PRE-SCHOOL website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The HANBOROUGH PRE-SCHOOL website will endeavour to use digital photographs or video clips focusing on group activities. Content focusing on individual children will only be published on the HANBOROUGH PRE-SCHOOL website with parental permission.
- The HANBOROUGH PRE-SCHOOL website will avoid publishing the first name and last name of individuals in a photograph.
- HANBOROUGH PRE-SCHOOL will not use children's names in image file names if published on the web.
- All staff will read, understand, agree to and sign the AUP agreement.

Sanctions

Misuse of the Internet or other technologies may result in disciplinary action at the discretion of the head teacher. HANBOROUGH PRE-SCHOOL also reserves the right to report any illegal activities to the appropriate authorities.