



Acceptable Use Policy

Approved by:	Governing Body	Date: 1 st June 2026
Last reviewed on:		
Next review due by:	September 2026	

This policy aims to safeguard children by promoting appropriate and acceptable use of information and communication technology (ICT). It applies to all individuals who have access or will be users of work-related ICT systems.

Roles & Responsibilities

The Headteacher:-

Has overall responsibility for ensuring online safety and this becomes part of everyday safeguarding practice. This will include ensuring:-

- That early year's practitioners receive appropriate training and guidance to implement online safety effectively.
- That clear and rigorous policies and procedures are applied to the use/non-use of personal ICT equipment by all individuals who come into contact with the setting. These policies and procedures include the personal use of work-related resources.
- The AUP is to be implemented, monitored and reviewed regularly and that all updates are shared at the earliest opportunity.
- Monitoring procedures are open and transparent.
- Allegations of misuse or known incidents are to be dealt with appropriately and promptly, in line with agreed procedures.
- Effective online safeguarding support systems are to be put into place, e.g. filtering controls, secure networks and virus protection.

Designated Safeguarding Lead (DSL) will ensure that:-

- Agreed policies and procedures are implemented in practice.
- All updates, issues and concerns are to be communicated to all ICT users.
- The importance of online safety in relation to safeguarding is understood by all ICT users.
- The training, learning and development requirements of all early years practitioners and their managers are monitored and additional training needs identified and provided for.
- The appropriate level of authorisation is given to ICT users, depending on their work role and position
- Any concerns and incidents are reported in line with agreed procedure.
- A safe ICT environment is to be maintained.

Early years practitioners and their managers will ensure:-

- The reporting of concerns in relation to alleged misuse or incidents, subject to agreed procedures.
- ICT equipment is checked before use and all relevant security systems are judged to be operational.
- Awareness will be raised of any new or potential issues, and any risks that could be encountered as a result.
- Children are to be supported and protected in their use of online technologies- enabling them to use ICT in a safe manner.
- Online safety information is presented to the children in a way that is appropriate to their age and stage of development.
- All relevant policies and procedures are to be adhered to at all times and training undertaken as it is required.

Children will be encouraged to:-

- Be active, independent and responsible learners.
- Abide by the Acceptable Use Agreement as approved by early years practitioners and their managers, parents and carers.

Parents and Carers

Parents and carers are to be encouraged to sign the Acceptable Use Agreement alongside or on behalf of their children, and share responsibility for their actions and behaviours. This ensures that a consistent message is being communicated to all.

A copy of the Acceptable Use Agreement is to be provided to parents and carers on enrolment to Harrington Hill Day Care Nursery. Records of all signed agreements are to be kept on file.

Acceptable use by early year's practitioners and their managers

Early years practitioners and their managers should be enabled to use work-based online technologies:-

- To access age appropriate resources for children
- For research and information purposes
- For study support

All early years practitioners and their managers will be subject to authorised use as agreed by the Designated Safeguarding Lead. Authorised users will have their own password and should not generally disclose this to others unless required to do so by law, or the

All computers and related equipment is to be locked when unattended to prevent unauthorised access.

All early years practitioners and their managers are to be provided with a copy of the Acceptable Use Policy and a copy of the Acceptable use agreement, which they must sign, date and return. A signed copy is to be kept on file.

The use of personal technologies will be subject to the authorisation of the Designated Safeguarding Lead and will be open to scrutiny, monitoring and review.

In the event of misuse

Should it be alleged that an early years practitioner/manager is to have misused any ICT resource in an abusive, inappropriate or illegal manner, a report is to be made to the Designated Safeguarding Lead (DSL). Should the allegation be made against the DSL, a report is to be made to the Headteacher. Procedures are to be followed as appropriate, in line with the ICT Misuse Procedure, Safeguarding Policy and/or Disciplinary Procedure. Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, Ofsted and/or the Police will be notified as applicable.

In the event that a child should accidentally access inappropriate material, it must be reported immediately. Appropriate action is to be taken to hide/minimise the window. The computer will not be switched off nor will the page be closed, as it may be necessary to refer to the site during investigations to allow effective filters to be put in place to prevent further access.

The 'Hector's World Safety Button' is to be available to children who have online access. At the push of a button the child's view of the screen can be obscured, this will immediately alert an adult who can take the appropriate action.

Acceptable use by Parents/Carers

Working in partnership with parents and carers is considered essential practice for promoting an agreed and consistent message which will define acceptable and unacceptable behaviours. Parents and carers will be asked to sign the Acceptable Use Agreement on behalf or with their child to promote this shared message.

Parents and carers will be encouraged to contribute to the Acceptable use Agreement (parents forum) and will be advised to use it should their child access similar technologies at home.

Should parents or carers wish to use personal technologies such as cameras within the setting, authorisation must be obtained and specific guidelines for the use of such technologies must be followed.

Acceptable use by visitors, contractors and others

All individuals who affect or come into contact with the setting are expected to behave in a respectful and appropriate manner. No such individual will be permitted to have unsupervised contact with children. Guidelines in respect of use of technology must be adhered to. The right to ask any individual to leave at any time is reserved.

Acceptable Use Agreement for Parents & Carers

I give permission for my child _____
To have supervised access to ICT Technologies provided at Harrington Hill Day Care Nursery

Signed: _____

Date _____

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