

BEAMINSTER PLAYGROUP

ACCEPTABLE USE POLICY

AIM

To safeguard children and promote appropriate and acceptable use of information and communication technology (ICT).

To ensure that all staff are aware of their roles and responsibilities, along with potential risks and misuse, when using ICT.

PROCEDURES

The Manager will ensure that all staff are fully informed of all of the Playgroups ICT policies to ensure that Playgroup equipment, along with personal devices, are used appropriately and responsibly.

The use of Playgroup ICT, along with personal devices, will only be authorised by the Manager. Such use must be open to scrutiny, monitoring and review.

The Manager is responsible for keeping the ICT policies up to date and relevant and in communicating any changes to the policies to all staff.

The Manager will ensure that all staff are aware of the importance of online safety in relation to safeguarding the children that attend the Playgroup.

The Manager will ensure that all training needs of the staff are identified and met.

Any concerns about misuse or incidents relating to the use of ICT in the Playgroup will be reported to the Manager as a matter of importance. Where appropriate, safeguarding practices will be implemented.

If children have access to online technologies these will also be age and development appropriate and the children be supported and protected at all times.

This Acceptable Use Policy is linked to the Playgroups 'Mobile Phone Policy', 'Camera and Image Policy', 'Internet Policy', 'ICT Misuse Policy' and 'Safeguarding Policy'.