



Hambleton Youth Hut  
West Street  
Hambleton  
PO7 4RW  
02392 632242  
www.hambletonpreschool.co.uk

## **ICT Acceptable Use Agreement (for Staff)**

***To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the Pre-School's Internet Usage & Social Networking policy for further information and clarification.***

- I understand that it is a disciplinary offence to use the Pre-School's ICT system for a purpose not permitted by its owner.
- I understand that I must not use the Pre-School's ICT system to access inappropriate content
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for Pre-School business.
- I understand that Pre-School information systems **and hardware** may not be used for private purposes without specific permission from the Supervisor.
- I understand that my use of Pre-School information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager. I will not use anyone's account except my own.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in Pre-School, taken off Pre-School premises or accessed remotely. It must NOT be kept on removable storage devices.
- I will respect copyright and intellectual property rights.
- I understand use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- I will report any incidents of concern regarding children's safety to the Pre-Schools' e-Safety registered person, the Designated Child Protection Liaison Officer or Supervisor.
- I will ensure that electronic communications with children including email, Instant Messaging and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with children in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- The Pre-School may exercise its right to monitor the use of the Pre-School's information systems and internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the Pre-School's information may be taking place, or the system may be used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**I have read, understood and accept the Staff Code of Conduct for ICT.**

**Signed:**



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**Date:**