BUSY BEES AND THE AFTER SCHOOL ACTIVITIES ACCEPTABLE USE OF ICT AND THE INTERNET

OVERVIEW

ICT equipment and the internet offer incredible opportunities for promoting and extending learning and play. In Busy Bees and the after school activities we will make best use of these tools to promote excellence and enjoyment. With the use of ICT and the Internet comes risk. We will do all we can to ensure that the internet and ICT is used safely and acceptably by all Busy Bees and the after school activities for the purposes that we intend. Staff and learners will be trained in acceptable use.

INTENT

1. To ensure that ICT equipment and the internet are used in line with our E-safety and Safe Internet Usage Policies.
2. To ensure that all staff and children understand what is acceptable use of ICT and the Internet.
3. To monitor devices to ensure that they have not been put to unacceptable use.
4. To ensure that all members of staff are personally responsible for acceptable use of any Busy Bees and the after school activities equipment for which they are responsible.
5. To have a nominated member of the SLT who will have oversight of E-Safety, Acceptable Use of the Internet and Cyber Bullying – This is the ICT Leader – Fiona White
6. To take immediate and prompt action to prevent misuse of ICT and keep a log of any e-safety issues or unacceptable usage.
7. To ensure safe disposal of redundant ICT equipment safely and securely in line with GDPR guidelines and the Data Protection Act of 2018.

IMPLEMENTATION/STRATEGIES

1. To have appropriate firewalls in place at all times to ensure that only appropriate internet sites are accessible.
2. To ensure that staff and children understand what is acceptable use of ICT and the Internet.
3. To monitor and supervise learners when they use ICT and the internet.
4. To monitor staff usage of ICT equipment and the internet.
5. To ensure that all staff and learners understand that Busy Bees and the after school activities ICT equipment must only be used for its intended purpose and not for personal use.
6. To only allow authorised persons to have use of the Busy Bees and the after school activities equipment.
7. Busy Bees and the after school activities equipment must not be used for accessing personal and social networking sites.
8. Personal, portable storage devices must not be attached to school equipment.
9. To take disciplinary action against those who breach this policy
10. To act promptly if a discovery of inappropriate use is found or if a disclosure is made.
11. To involve parents and any appropriate authorities where there is evidence of unacceptable use of ICT.
12. Staff must not use ICT to make social contact with children in this school or any other, nor should they allow any child to access to their personal or social websites in or out of school hours. Children will not be allowed to have mobile ICT devices switched on whilst they are on the premises. Any cyber bullying of staff or children, in or out of Busy Bees and the after school activities, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police where it is appropriate.
13. To ensure that passwords, ICT security and confidentiality are not breached and that all ICT is secure – Use of VEEM software ensures that all data on Norden's server is encrypted and secure.
14. To report any breaches of GDPR
15. PRM Green Technologies (PRM Green Technologies Ltd - Unit 16A Watling Street Business Park, Cannock, Staffordshire, WS11 9XG) are used to dispose of redundant ICT equipment - this includes data destruction and certification: Data destruction is performed to INFOSEC level 5, which is HMG approved.

IMPACT

At Busy Bees and the after school activities, we will do all that we can to ensure appropriate use is made of ICT and the Internet to promote good childcare activities, learning, excellence and enjoyment. This policy is written to promote the safety of all.

Adopted by the governing body………………Signed CoG………………..Date to be Reviewed……………

Updated November 2020