



# Acceptable Use Procedure 2025-2026

## Broomhall Nursery School

Written By: Natalie Cullum

I confirm that I have read and understood the Broomhall Nursery School 'Acceptable Use' policy for Staff and that I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with this document.

In particular:

- Any content I post online (including outside school time) or send in a message will be professional and responsible and maintain the reputation of the school.
- To protect my own privacy I will use a school email address and school telephone numbers (including school mobile phone) as contact details for pupils and their parents.
- If I use any form of electronic communication for contacting pupils or parents I will use the school's system, never a personal account.
- I will only use my personal mobile phone during non-teaching time; it will be kept on silent mode during teaching time except in an emergency situation with the agreement of my line manager. Mobile phones should be stored out of reach and view of the children e.g. in a personal locker.
- I will never use my personal mobile phone or other personal electronic equipment to photograph or video pupils.
- Taking photographs and videos will only be done with the permission of pupils and/or their parents for agreed school activities.
- All staff are responsible for the location of their assigned iPad; this should be stored securely at the end of the day. The iPad must not be taken off site.
- Images must be downloaded on to the staff only shared area on the nurseries hard drive and no other location.
- Under no circumstances must a camera/iPad of any kind be taken into the bathrooms without prior consultation with the Head teacher/Assistant Head teacher.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Head teacher/ Assistant Head teacher must be asked first and staff be supervised whilst carrying out this kind of activity.

- I will take all reasonable steps to ensure the safety and security of school IT equipment which I take off site and should not use this for my own personal use or store any personal files on this equipment.
- I will take all reasonable steps to ensure that all personal laptops and memory devices are fully virus protected and that protection is kept up to date.
- I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded.
- I will follow school policy on compliance with the General Data Protection Regulations (GDPR). In particular: Confidential school information, pupil information or data which I use will be stored on a device which is encrypted or protected with a strong password.
- Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended.
- I understand that I have the same obligation to protect school data when working on a computer outside school.
- I will report immediately any accidental loss of personal or sensitive information so that appropriate action can be taken.
- I understand that the school may monitor or check my use of IT equipment and electronic communications.
- I understand that the school has the right to examine or delete any files that may be held on its computer system, to monitor any internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.
- I will challenge any parent or visitor seen to be using a mobile phone or IT device in an inappropriate way and report this to the Head teacher/ Assistant Head teacher. I will report any concerns I have around acceptable use to the Head teacher/ Assistant Head teacher
- Staff are permitted to wear smart watches only in the event that any Bluetooth or messaging services are disabled during contact hours with children. Smart watches must not be used for calls, messaging or internet connection during contact hours with children. Any camera function on smart watches must also be disabled. Staff must not use their smart watch to process personal data, or any other confidential school information.

I understand that by not following these rules I may be subject to the school's disciplinary procedures.

Name.....

Date.....

Signed.....