

Staff Internet Use Policy

Safe guarding co-ordinator: *Hayley Green*

When using the clubs ICT equipment and other information systems, I have understood and will comply with the following statements.

- I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment which is detailed within this policy.
- I will access the internet and other ICT systems using an individual username and password. I will ensure I log out after each session and never allow other users to access the internet through my username and password.
- I will ensure that I use a suitably complex password for access to the internet and ICT systems and that I will use a unique password for each system.
- I will not share my passwords with other colleagues.
- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by other user. If I encounter any such material I will report it immediately to the safeguarding officer.
- I will not help to bypass any filtering and/or security systems put in place by the club.
- I will ensure that all devices are taken off site (laptops, tablets, cameras, removable media or phones) will be secured in accordance with the clubs data protection registration and any information-handling procedures both on or off site.
- I understand my personal responsibilities in relation to the data protection act and the privacy disclosure of personal confidential information.
- I will take reasonable precautions to ensure that any devices (phones, laptops) are stored in a secure manner when taken offsite. Devices will not be stored in a car or left in sight when not in use.

- I will secure any equipment taken offsite for club trips.
- I will ensure that any personal or sensitive information taken offsite will be situated on a club owned device with appropriate technical controls such as password.
- I will not download or install any software from the internet or from any other media which may compromise the club network or information situated on it.
- I understand the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the computer misuse act 1990 and breaches will be reported to the appropriate authorities.
- I understand that if I do not follow all statements in this AUP and in other club policies relating to the use of ICT equipment I may be subject to disciplinary action.

Social Media

- I must not talk about my professional role in any capacity when using personal social media such as Facebook, twitter and any other online publishing websites.
- I must not use social media tools to communicate with current or former children under the age of 18 (unless the children are family)
- I will not use any social media tools to communicate with parent/carer.
- I will set and maintain my profile on social networking sites to maximum privacy and give access to friends only.
- I will only access social networking sites for personal use outside clubs hours.

Managing digital content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images.
- I will only use club equipment to create digital images, video and sound. Digital images, videos and sound will not be taken without parents' consent. No resources will be published online without the permission of parents and staff involved.

- Under no circumstances will I use any personally-owned equipment for video, sound or images without prior consent from the designated member of staff.

Email

- Communication between staff and children or members of the wider community should be professional and related to club matters only. EG: EYFS.
- I will ensure that any posts made on websites or via electrical communication, by either myself or children in my care, will not damage the reputation of our club.
- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.
- Emails sent to external organisations will be written carefully and authorised before sending to protect myself.

Mobile phone and devices

- I will ensure that my mobile phone and any other personally owned device is switched off or switched to 'silent' during clubs hours.
- I will not contact any parents or children on my personally owned device.
- I will not use any personally owned device to take images, videos or sound recordings

Agreement

I have read and understand all of the above listed points relating to my use of technology within club. I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to a disciplinary action.

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