



# Brenchley Preschool

## Acceptable Use of Technology

### Policy (AUP) 2026

**This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.**

Date written: September 2026

Date of last update: September 2026

Date agreed and ratified by the Trustees: October 2026

Date of next full review: September 2027

This Policy was reviewed at a Committee Meeting, held on October 2026

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Mrs Victoria Relle – Chairman of Brenchley Preschool

**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

# Acceptable Use of Technology for Staff, Visitors and Volunteers Sample Statements

## Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all staff are expected to use technology in a professional, lawful, ethical and responsible manner.

This Staff Acceptable Use of Technology Policy (AUP) sets out Brenchley Preschool's, expectations for safe technology use, professional conduct, safeguarding, data protection and system security. It is not intended to unduly limit appropriate teaching, learning or professional use of technology, but to help protect children, staff, systems and the wider Preschool community from accidental or deliberate misuse.

All staff are asked to read, understand and sign this AUP.

### Policy scope

1. I understand that this policy applies to my use of technology systems and services provided by the Preschool or accessed by me as part of my role within Brenchley Preschool, both on and offsite. It also applies to personal use of technology where this is linked to my role, involves the Brenchley Preschool community, uses Brenchley Preschool systems or information, could affect safeguarding, professional boundaries, confidentiality or data protection, or could reasonably impact on my professional role or the reputation of the Brenchley Preschool.
2. I understand that Brenchley Preschool's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the preschool safeguarding and child protection policy, staff behaviour - code of conduct and any other relevant policies.
3. I am aware that all staff should ensure that technology use is consistent with the Brenchley Preschool ethos, Brenchley Preschool staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Use of Brenchley Preschool devices and systems

4. I will use Brenchley Preschool-provided or approved equipment, systems and internet services when working with children unless otherwise formally agreed by leaders. Staff kindles are for work purposes only, which include completing tapestry observations, taking photos/videos of the children for observations and accessing work gmail services. Staff kindles may be used for education purposes such as exploring activity ideas and work related research. Staff kindles are not to be used for personal reasons, they are Brenchley Preschool property and are work devices so must be treated as such. Staff kindles are suitably monitored through the Quostodio app. No apps are to be added to staff kindles. Staff kindles are not to be used by the children as the children have access to Brenchley Preschool provided kindles that have suitable apps, which have been screened and tested, children's kindles must be supervised by a staff member.

5. Staff will use work provided equipment where possible, e.g. Preschool provided laptop or tablet (Kindle). **At times, Staff may be required to use other devices - a personal laptop or computer only, to support their completion of observations or reports. In this case the data should be accessed and stored securely involving passwords, authentication, encryption, logging off and locking of devices when not in use.**
6. I understand that Branchley Preschool equipment, systems and internet services are provided for education and/or professional use. Reasonable personal use is not permitted and, if it were allowed, must not interfere with my work duties, system security, safeguarding, confidentiality or professional boundaries. This permission is at the Branchley Preschool's discretion and may be withdrawn at any time.
7. If I were to deliver or support remote/online learning, I will comply with the Branchley Preschool remote/online learning AUP.

## **Data and system security**

8. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
  - I will follow the Branchley Preschool's requirements for secure passwords, authentication and account access. I will keep authentication information secure and will not share passwords, verification codes or access credentials with others. All Branchley Preschool devices and online systems are secured using passwords, passcodes and verification processes. Each member of staff receives unique credentials in the form of passwords and passcodes for online journal (Tapestry) and for their work gmail accounts. Each preschool provided device is suitably passcode protected in discussion with the Manager, room leaders and staff members.
  - I will protect the devices in my care from unapproved access or theft e.g. not leaving the devices in visible places or leave them unattended.
9. I will take care before opening links or attachments, including those apparently sent by a known contact. I will check unexpected or suspicious messages through an appropriate route and report suspected phishing or malicious content to the DSL, Zena Ames and the Manager, Sian Scovell.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the DSL and Manager
11. I will ensure that any personal data is kept in accordance with data protection legislation, in line with the Branchley Preschool information security policies.
  - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.

- Any data being removed from the Branchley Preschool site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the Preschool.
  - I will only process or share personal data through Branchley Preschool-approved systems and services and in line with the setting's data protection and information-security procedures. Any proposed new or changed use of cloud services, AI tools or other online systems involving personal data will be risk assessed and approved through the settings agreed process before use. Where required, a Data Protection Impact Assessment will be completed by the Preschool Manager.
12. I will not keep documents which contain Branchley Preschool related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the Branchley Preschool learning platform – Tapestry - to upload any work documents and files in a password protected environment or Branchley Preschool VPN.
  13. I will not store any personal information on the Branchley Preschool IT system, including Branchley Preschool laptops, kindles or similar device issued to members of staff, that is unrelated to Branchley Preschool activities, such as personal photographs, files or financial information.
  14. I will ensure that Branchley Preschool owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
  15. I will not attempt to bypass any filtering and/or security systems put in place by Branchley Preschool.
  16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the DSL, Zena Ames and Manager, Sian Scovell, as soon as possible.
  17. If I have lost any Branchley Preschool related documents or files, I will report this to the DSL, Zena Ames, and Branchley Preschool Manager and Data Protection Officer (Sian Scovell) as soon as possible.
  18. I will follow the Branchley Preschool image use policy when taking, using, storing or sharing images or recordings of children. Images and recordings must always be appropriate and must only be taken using Branchley Preschool-provided or approved equipment. I will not use personal devices, including personal mobile phones, cameras, tablets, smart watches or other wearable technology, to take images or recordings of children. Images and recordings will only be taken, used or shared in line with the Branchley Preschool image use policy, safeguarding expectations, data protection requirements and consent/lawful basis arrangements.

## **Preschool practice**

19. I understand my role and responsibilities in relation to filtering and monitoring, as explained through induction, safeguarding training and relevant Branchley Preschool policies, particularly the Safeguarding and Child protection policy.
20. If I become aware of a filtering or monitoring failure, or witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL and IT provider/staff, in line with the Branchley Preschool child protection policy.
21. I will follow Branchley Preschool expectations for safe technology use in classrooms, remote/online learning and other working spaces, including the use of approved platforms, search tools and AI tools.
22. I will follow the setting's agreed approach to screen use. Any use of screens, devices, apps or online content will be planned, purposeful, age appropriate and supervised, and will not replace face-to-face interaction, play, physical activity, rest, care routines or real-world exploration.
23. I am aware that generative artificial intelligence (AI) tools may have many uses which could benefit our Branchley Preschool community. However, I recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks and inaccurate, harmful and/or biased material. Additionally, their use can pose moral, ethical and legal concerns if not carefully managed. Currently we do not condone the use of AI tools within Preschool and with for curriculum purposes, however we recognise that this may change in the future. As such, I understand that if the Preschool were to allow AI use, these must be followed:
  - AI tools must only be used responsibly, ethically and where the tool, purpose and use have been approved by leaders. Any new, unapproved or changed use of AI tools will be risk assessed and approved before use, in line with child protection, data protection and professional conduct expectations.
  - I understand that AI-generated content must be checked for accuracy, bias, and appropriateness, copyright and safeguarding implications before it is used or shared.
  - I will not enter personal, sensitive, confidential, safeguarding, assessment or special category information, or images of children, staff or other identifiable individuals, into any AI tool unless the tool has been approved for that purpose, the use has been risk assessed, consent has been obtained where required, and the DPO and Manager has confirmed that the processing is lawful and appropriate.
  - I will not add or use AI note takers, transcription tools, recording bots or automated meeting summary tools in any meeting, lesson, supervision, training or professional discussion unless this has been agreed in advance by leadership. Where approved, I will ensure that participants are made aware and their use is transparent, proportionate and in line with safeguarding, confidentiality, consent, data protection and information governance expectations.
  - I will not use AI to make decisions about children, families or staff, including decisions relating to safeguarding, behaviour, SEND, assessment, attendance, admissions, recruitment, allegations or pastoral support, without appropriate professional oversight and in line with setting policy.

- Only approved AI platforms may be used with children. Children must be supervised when using AI tools, and I must ensure age-appropriate use and understanding prior to use.
  - I will report any concern involving AI misuse, including deepfake or manipulated content, impersonation, harmful AI-generated material, AI-facilitated bullying or harassment, or AI-generated nude/semi-nude imagery, in line with the Brenchley Preschool child protection, behaviour, anti-bullying, staff conduct and data protection procedures.
24. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
  - creating a safe environment where children feel comfortable to report concerns and say what they feel, without fear of getting into trouble or being judged for talking about something which happened to them online.
  - involving the DSL or a deputy as part of planning online safety lessons or activities to ensure support is in place for any children who may be impacted by the content.
  - informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
  - making informed decisions to ensure any online safety resources used with children are appropriate.
25. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

## Mobile phones and smart devices

***Please see the Brenchley Preschool mobile phone and smart devices policy for further information which is summarised briefly below. The policies can be found in the policy folder in the foyer, in the safeguarding box in the office, under the documents section on tapestry and on the preschool website <https://brenchleypreschool.co.uk/policies>. All staff are giving copies of the policies during induction and at subsequent points as the policies are updated, these are also emailed to staff as well:***

26. I will ensure that my use of mobile phones and smart devices is compatible with my professional role, does not interfere with my duties, and takes place in line with the staff behaviour - code of conduct, image use, mobile phone and smart devices policy and the law. I understand that personal devices such as mobile phones are not permitted within the preschool areas during the day and should be kept in personal lockers or the lockable cupboard where applicable with other personal items at the entrance. Personal devices including mobile phones may be accessed during staff members lunch breaks but replaced in the personal lockers or

lockable cupboard where applicable when their lunch break has finished. Personal smart devices are not to be used with the children.

27. I will model safe and professional use of mobile phones and smart devices and will support Brenchley Preschool's expectations for children.
28. Where smart devices are used for professional purposes, such as authentication, learning activities, recording rewards or sanctions, or other agreed tasks, I will use Brenchley Preschool-provided devices where available. If a situation arose e.g. an emergency situation and staff needed to be permitted to use personal devices for professional purposes, this must be formally agreed by the Preschool and managed in line with Brenchley Preschool policy with expectations in place.
29. Any use of a personal mobile phone or smart device for professional purposes, or in exceptional circumstances, must be transparent, necessary, proportionate and approved by the Manager and DSL. Use must not compromise supervision, safeguarding, confidentiality, professional boundaries, data protection or the learning environment.

## **Online communication, including use of social media**

***Please see the Brenchley Preschool social media policy for further information, which is summarised briefly below. The policies can be found in the policy folder in the foyer, in the safeguarding box in the office, under the documents section on tapestry and on the preschool website <https://brenchleypreschool.co.uk/policies>. All staff are giving copies of the policies during induction and at subsequent points as the policies are updated, these are also emailed to staff as well:***

30. I will ensure that my use of communication technology, including social media, is compatible with my professional role, does not interfere with my work duties, and takes place in line with the child protection policy, staff behaviour - code of conduct, social media policy and the law.
31. I will protect myself, my professional reputation and the reputation of the Preschool online. I will not discuss or share data or information relating to children, staff, Brenchley Preschool business or parents/carers on social media.
32. My electronic communications with current and former children and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
  - I will ensure that all electronic communications take place in a professional manner via Brenchley Preschool-provided communication channels and systems, such as the designated Brenchley Preschool email address only (Brenchley.preschool@gmail.com), tapestry communication or Brenchley Prechool telephone number.
  - I will not use personal accounts, personal profiles, personal phone numbers, private messaging apps, gaming accounts or other personal communication channels to contact or communicate with children or their families, unless this has been formally approved, risk assessed and recorded by leaders.

- I will not share any personal contact information or details with children or parents/carers, such as my personal address, email address or phone number.
- I will not share personal information about my private life with children, parents or carers online, through messaging, social media, gaming platforms, apps or other digital communication channels. I will maintain appropriate professional boundaries in all digital communication.
- I will not add, follow, accept or respond to friend requests, direct messages or other personal online communication from current or former children or their parents/carers, where this is linked to my role, Branchley Preschool or could blur professional boundaries. Any attempted contact will be reported to my line manager and/or the DSL.
- Any pre-existing links, relationships or situations that affect how I apply the AUP or other relevant policies will be discussed with the DSL and/or Manager to be transparent and to ensure additional or alternative procedures can be implemented. This is to help safeguard children, staff and the wider Branchley Preschool community by ensuring professional boundaries, safeguarding expectations and communication arrangements are clear.
- Where digital communication with children or families is required, I will follow Branchley Preschool expectations about when communication should take place, including any agreed arrangements for out-of-hours contact, emergency communication or role-specific responsibilities, using Branchley Preschool approved methods of communication.

## **Policy concerns**

33. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, terrorist material or adult pornography covered by the Obscene Publications Act.
34. I will not access, create, transmit, display, publish, forward, discuss, send, share or show any material or content that may be harmful, inappropriate, adult, offensive, unprofessional, or likely to harass, cause offence, inconvenience or needless anxiety to any other person. This applies when using Branchley Preschool systems, Branchley Preschool devices, personal devices, personal accounts, messaging apps, online platforms, social media or shared spaces. It includes content shared in staff rooms, offices, online groups or other staff communication spaces, where this takes place on Branchley Preschool premises, during working time, or in any context linked to my role.
35. I will not engage in online or digital behaviour linked to my role that compromises safeguarding, professional boundaries, confidentiality, data protection, public confidence in my professional conduct or my ability to carry out my role.
36. I will report and record any concerns about the welfare, safety or behaviour of children or parents/carers online to the DSL in line with the Branchley Preschool safeguarding and child protection policy.

37. I will report concerns about the welfare, safety, conduct, or behaviour of staff, including online, digital, device-related or technology-linked concerns, to the DSL and Manager, in line with the Preschool safeguarding and child protection policy, staff behaviour - code of conduct, and/or allegations against staff policy.

## **Policy compliance and breaches**

38. If I have any queries or questions regarding safe and professional practice online, either in Brenchley Preschool or off site, I will raise them with the DSL and/or the Manager.
39. I understand that Brenchley Preschool may exercise its right to monitor the use of its devices and information systems to check policy compliance and help ensure the safety of children and staff.
- This includes monitoring all Brenchley Preschool-provided devices and Brenchley Preschool systems and networks including Brenchley Preschool-provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via Brenchley Preschool -provided devices, systems and/or networks.
  - This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
  - Staff will be informed about the nature, purpose and extent of monitoring through this AUP, relevant policies, privacy information and/or staff guidance.
40. I understand that if the Brenchley Preschool believes that unauthorised and/or inappropriate use of Brenchley Preschool devices, systems or networks is taking place, Brenchley Preschool may invoke its disciplinary procedures as outlined in the staff behaviour - code of conduct.
41. If I find myself in a situation where my online contact, device use, recording, image use or AI use could be misinterpreted, I will report this promptly to the DSL and Manager so it can be recorded and managed transparently.
42. Any breach or concern involving online contact, device use, images, recordings, social media, AI use, confidentiality, data protection or professional boundaries must be reported to the Manager and/or DSL without delay, even if it appears minor, accidental or unlikely to meet the harm threshold.
43. I understand that if Brenchley Preschool believes that unprofessional or inappropriate online or technology-related activity may have compromised safeguarding, professional boundaries, confidentiality, data protection, public confidence in professional conduct or my ability to carry out my role, the concern will be considered fairly, proportionately and confidentially, in line with relevant safeguarding, staff behaviour, low-level concerns, allegations, data protection and disciplinary procedures. Where the concern may meet the harm threshold, advice will be sought and/or a referral made to the Local Authority Designated Officer (LADO) in line with local allegations procedures. Where it does not meet this threshold, it will still be recorded and responded to appropriately.

44. Where a concern involves personal data, confidential information, safeguarding information, images, recordings, AI tools, transcription tools or unauthorised sharing, the DPO/data protection lead will be informed promptly so that any data protection, information governance or reporting requirements can be considered.
45. I understand that if the Brenchley Preschool suspects criminal offences have occurred, the police will be informed where appropriate.
46. I understand that this AUP cannot cover every possible situation. If I am unsure whether any use of technology, online communication, image use, recording, personal device use, social media, AI tool or digital contact is appropriate, I will seek advice from the DSL and/or manager before taking action. I will act in a way that safeguards children, protects professional boundaries, and is open to scrutiny.

**I have read, understood and agreed to comply with Brenchley Preschool Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

**Name:** .....

**Signed:** .....

**Date (DDMMYY):**.....

# Visitor/Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, it is important that visitors and volunteers understand our expectations for safe, lawful and responsible technology use while on site, when using Branchley Preschool systems, or when acting in a role connected to Branchley Preschool. This AUP helps Branchley Preschool explain expectations around safeguarding, professional conduct, data protection, image use, mobile phones, online communication and reporting concerns.

## Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems, services, devices or information provided by the Branchley Preschool, or accessed by me as part of my role, visit or activity with Branchley Preschool. It also applies to personal devices or accounts where their use takes place on site, involves the Branchley Preschool community, is linked to my role or visit, or could affect safeguarding, confidentiality, data protection, professional boundaries or the reputation of Branchley Preschool.
2. I understand that this AUP should be read and followed in line with relevant Branchley Preschool policies, including the staff behaviour - code of conduct, safeguarding and child protection policy, visitor/volunteer procedures, image use policy and mobile phone/smart device policy..
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with Branchley Preschool ethos, Branchley Preschool staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.
4. I will not upload, download or access any materials which are illegal, including but not limited to child sexual abuse material, criminally racist material, terrorist material or adult pornography covered by the Obscene Publications Act.
5. I will not access, create, transmit, display, publish, forward, discuss, send, share or show any material or content that may be harmful, inappropriate, adult, offensive, unprofessional, or likely to harass, cause offence, inconvenience or needless anxiety to any other person. This applies when using Branchley Preschool systems, Branchley Preschool devices, personal devices, personal accounts, messaging apps, online platforms, social media or shared spaces, where this takes place on Branchley Preschool premises, during my visit/volunteering activity, or in any context linked to my role.
6. I will not engage in any online activity, digital communication or behaviour that could compromise safeguarding, professional boundaries or the reputation of the Branchley Preschool.

## Data and image use

7. Where I have access to personal data, confidential information, safeguarding information, Branchley Preschool systems, records or devices, I will only access, use or share this information where it is necessary for my agreed role, visit or activity and in line with data protection legislation and Branchley Preschool procedures. I will not copy, download, photograph, record, forward or share information unless this has been authorised.
8. I will not take, use, store or share images or recordings of children during sessions, visits, trips, events, performances, activities or celebrations unless this has been specifically authorised by Branchley Preschool and is in line with Branchley Preschool image use policy. Where authorised, images or recordings must only be taken, used, stored or shared using Branchley Preschool approved equipment, accounts and systems, unless leaders have made a specific, risk-assessed decision otherwise. I will not take images or recordings of children for personal use or share them on personal devices, personal accounts, social media, messaging apps or online groups.

## **Preschool practice**

9. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of children, please see the relevant safeguarding policies for further information such as the safeguarding and child protection policy, which can be found in the policy folder in the foyer, in the safeguarding box in the office, under the documents section on tapestry and on the preschool website <https://branchleypreschool.co.uk/policies>
10. If I were to deliver or support remote/online learning, I will comply with Branchley Preschool remote/online learning AUP.
11. Where I am supporting children I will reinforce safe and appropriate technology use and will follow staff instructions and Branchley Preschool policies.
12. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the Branchley Preschool community, I will report this to a Designated Safeguarding Lead (DSL) and Manager in line with the Branchley Preschool safeguarding and child protection policy.
13. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.
14. I will not record, transcribe, livestream, use AI note-taking tools, recording bots or automated meeting summary tools during any meeting, visit, lesson, activity or professional discussion unless this has been specifically authorised by the Branchley Preschool and is in line with safeguarding, confidentiality, consent and data protection expectations.

## **Use of mobile phones and smart devices**

15. In line with the Brenchley Preschool mobile phone and smart device policy, I will model safe and appropriate use of mobile phones and smart devices while on site. I will not use my own mobile phone or smart device in front of children unless this has been agreed by the Brenchley Preschool and is directly linked to my role, visit or volunteering activity. I will follow Brenchley Preschool's expectations about where and when mobile phones and smart devices may be used or stored.

## **Online communication, including the use of social media**

16. I will ensure that my online conduct, reputation and use of technology are compatible with my role within Brenchley Preschool. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.

17. Any electronic communication with children, parents/carers or staff as part of my role, visit or volunteering activity will take place within clear professional boundaries and be transparent and open to scrutiny.

- Communication will take place using Brenchley Preschool approved channels, such as a Brenchley Preschool-provided email address (Brenchley.preschool@gmail.com), account, platform or telephone number.
- I will not use personal devices, personal email, personal social media, private messaging apps, gaming accounts or personal phone numbers to contact children or their families unless this has been formally approved, risk assessed and recorded by leaders.
- Any pre-existing relationships, links or situations that may affect how I apply this AUP will be discussed with the DSL and/or Manager.

18. I will respect confidentiality and will not post, comment on, discuss or share information online about children, staff, families, incidents, activities or anything I become aware of through my role, visit or volunteering activity. This includes comments, images, videos, recordings or information shared on personal social media, messaging apps, online groups or community forums.

## **Policy compliance, breaches or concerns**

19. If I have any queries or questions regarding safe and professional practice online either in Brenchley Preschool or off site, I will raise them with the Designated Safeguarding Lead, Zena Ames and/or the Manager, Sian Scovell.

20. I understand that Brenchley Preschool may exercise its right to monitor the use of its devices and information systems to check policy compliance and help ensure the safety of children and staff.

- This includes monitoring all Brenchley Preschool-provided devices and Brenchley Preschool systems and networks, including Brenchley Preschool-provided internet access, whether used on or offsite, and may include the interception of messages and emails sent or received via Brenchley Preschool-provided devices, systems and/or networks.

- This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

21. I will report and record any concerns about the welfare, safety or behaviour of children or parents/carers online to the DSL, in line with the Brenchley Preschool safeguarding and child protection policy.

22. I will report concerns about the welfare, safety, conduct or behaviour of staff, including online, digital, device-related, image-related or technology-linked concerns, to the DSL and Manager in line with the Brenchley Preschool safeguarding and child protection policy, staff behaviour - code of conduct, low-level concerns procedures and/or allegations against staff policy.

23. I understand that if Brenchley Preschool believes that illegal, unauthorised or inappropriate use, unacceptable behaviour, or a breach of this AUP has taken place, action may be taken in line with relevant safeguarding, behaviour, complaints, volunteer, contractor, visitor, data protection, low-level concerns or allegations procedures, as appropriate. This may include ending or restricting access to the site, systems or activities, informing an employer/agency/organisation, seeking advice from the LADO, informing the DPO/data protection lead, or contacting the police where appropriate.

24. Any breach or concern involving online contact, device use, images, recordings, social media, AI use, confidentiality, data protection or professional boundaries must be reported to the DSL and manager without delay, even if it appears minor, accidental or unlikely to meet the harm threshold.

25. Where a concern involves personal data, confidential information, safeguarding information, images, recordings, AI tools, transcription tools or unauthorised sharing, the Data Protection Officer (DPO) will be informed promptly so that any data protection, information governance or reporting requirements can be considered.

26. I understand that this AUP cannot cover every possible situation. If I am unsure whether any use of technology, online communication, image use, recording, personal device use, social media, AI tool or digital contact is appropriate, I will seek advice from the DSL and/or Manager.

**I have read, understood and agreed to comply with Brenchley Preschool visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

**Name of visitor/volunteer:** .....

**Signed:** .....

**Date (DDMMYY)**.....

# Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for safeguarding children, all users must understand the boundaries and expectations when using the Brenchley Preschool Wi-Fi. Users are expected to use Wi-Fi safely, lawfully and responsibly, and to take reasonable steps to protect devices, data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list. All users are reminded that technology use should be consistent with the Brenchley Preschool ethos, relevant policies and the law.

1. Brenchley Preschool provides Wi-Fi education use only
2. Use of the Wi-Fi falls under Brenchley Preschool Acceptable Use of Technology Policy (AUP), the child protection policy, behaviour policy/code of conduct, data protection/security policies and any other relevant policies. All children, staff, visitors and volunteers using the Wi-Fi must comply with these expectations.
3. Brenchley Preschool reserves the right to limit, restrict, withdraw or manage Wi-Fi access where necessary to maintain safeguarding, security, network reliability or fair use of network resources.
4. Brenchley Preschool owned information systems, including Wi-Fi, must be used lawfully. I understand that the Computer Misuse Act 1990 makes it a criminal offence to gain unauthorised access to computer material, gain unauthorised access with intent to commit or facilitate further offences, or modify computer material without authorisation.
5. I will take reasonable steps to ensure that any personal device connected to Brenchley Preschool Wi-Fi is appropriately secure, for example by using security updates, antivirus protection where appropriate, and secure passwords/PINs.
6. I will respect system security and will not share passwords, Wi-Fi access details or security information. I will not attempt to bypass Brenchley Preschool security, filtering or monitoring systems, or download unauthorised software, applications or files.
7. I will not use Brenchley Preschool Wi-Fi to access, create or share illegal or harmful content, compromise another person's safety or privacy, interfere with systems, or breach relevant Brenchley Preschool policies.
8. I will not use Brenchley Preschool Wi-Fi to access, store, send or share confidential, personal or safeguarding information unless this has been specifically authorised and is in line with Brenchley Preschool data protection and safeguarding procedures.
9. Staff using Brenchley Preschool Wi-Fi on personal devices remain subject to the staff behaviour policy/code of conduct, Staff AUP, mobile phone/smart device policy, data protection expectations, and relevant safeguarding and disciplinary procedures.

10. The Branchley Preschool takes reasonable and proportionate steps to manage the security of its Wi-Fi service. However, no wireless or internet service can be guaranteed to be free from all risk. Where personal devices are permitted to connect to the Branchley Preschool Wi-Fi, users do so at their own discretion and are expected to keep their devices secure. Any concerns about Wi-Fi security, filtering, monitoring or device safety should be reported to the DSL or identified technical contact.
11. I will report any online safety concerns, filtering breaches, security concerns, or access to inappropriate materials to the Designated Safeguarding Lead, Zena Ames, or identified technical contact as soon as possible. If I have any queries about safe behaviour online, I will speak to the DSL, identified technical contact or Manager.
12. I understand that activity carried out through Branchley Preschool Wi-Fi may be monitored and recorded to check policy compliance, protect systems and help keep users safe, including where the Wi-Fi is accessed using a personal device. This does not mean that the Branchley Preschool can monitor other activity or information held on the personal device. Monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
13. If the Branchley Preschool suspects that unauthorised or inappropriate use, unacceptable behaviour, a data protection concern, a safeguarding concern or criminal activity may have taken place, access may be restricted or withdrawn and the concern may be managed in line with relevant Branchley Preschool procedures. Where appropriate, this may include informing the DSL, Data Protection Officer, manager, LADO or police.

**I have read, understood and agreed to comply with Branchley Preschool Wi-Fi Acceptable Use Policy.**

**Name .....****Signed .....****Date (DDMMYY).....**

# Remote AUP - Staff Statements

## Brenchley Preschool Staff Remote and Online Learning AUP

The Remote/Online Learning Acceptable Use Policy (AUP) is in place to safeguard all members of Brenchley Preschool community when taking part in remote or online learning, for example following any full or partial Brenchley Preschool closures.

### Leadership oversight and approval

1. Remote/online learning will only take place using Brenchley Preschool systems – online journal, Tapestry
  - Tapestry has been assessed and approved by the Manager.
2. Staff will only use Brenchley Preschool approved professional accounts with children and parents/carers.
  - Use of any personal accounts to communicate with children and/or parents/carers is not permitted.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Zena Ames, Designated Safeguarding Lead (DSL) and the Preschool Manager, Sian Scovell.
  - Staff will use work provided equipment where possible, e.g. Preschool provided laptop or tablet (Kindle). **At times, Staff may be required to use other devices such as personal laptops to support their completion of observations or reports. In this case the data should be accessed and stored securely involving passwords, authentication, encryption, logging off and locking of devices when not in use.**
3. Online contact with children and parents/carers will typically take place during Preschool hours, however we acknowledge that all member's of staff are provided with Preschool kindles to use for observation purposes, which they can complete outside of preschool hours, therefore communication may be initiated or responded to outside of the typical preschool hours.

### Data Protection and Security

4. Any personal data used by staff and captured by Tapestry when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
5. All remote/online learning and any other online communication will take place in line with current Brenchley Preschool confidentiality expectations as outlined in the confidentiality policy, staff behaviour code of conduct and relevant safeguarding and child protection policies.

6. Only members of the Brenchley Preschool community will be given access to Tapestry.
7. Access to Tapestry will be managed in line with current IT security expectations as outlined in Brenchley Preschool safeguarding and child protection policy, AUP, Mobile phone and smart devices, Image Use, staff behaviour – code of conduct.
8. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour. Sanctions will be in place for deliberate misuse, following the relevant Brenchley Preschool policies and procedures.
9. Any safeguarding concerns will be reported to Zena Ames, Designated Safeguarding Lead and the Manager, Sian Scovell, in line with our child protection policy.

**I have read and understood the Brenchley Preschool Acceptable Use Policy (AUP) for remote/online learning.**

**Staff Member Name:** .....

10.

**Date**.....



