**Staff Acceptable Use Agreement 2024-2025**

ICT and related technologies, such as email, the internet and mobile devices, are an expected part of our daily working life. This “agreement” is designed to make sure that all staff members are aware of their professional responsibilities when using any form of ICT. All staff members are expected to sign this “agreement” and adhere **at all times** to its content. If you have any concerns or need clarification, you can talk to the Safeguarding Lead, Jodie Brown.

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|  | Signed |
| I will comply with the St George’s Pre-School e-safety policy and staff agreement and the Mobile Phone Policy. |  |
| I understand that using the setting’s ICT system for a purpose not permitted by St George’s Pre-School may result in disciplinary or criminal procedures.  |  |
| I will not use my mobile phone in any way while children are in attendance, unless prior agreement is gained from the Pre-School Manager/ Deputy Manager for an acceptable reason.  |  |
| I will comply with the ICT system and not disclose any passwords provided to me by St George’s Pre-School  |  |
| I will only use the setting’s email/ internet for professional purposes. |  |
| I will not use the setting’s ICT system to access personal emails. |  |
| I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.  |  |
| I will only take and use images of the children in our care or staff members, for professional purposes in line with the setting’s “Data Protection Policy” and with written consent of the parent, carer or staff member. I will not distribute images outside of the setting.  |  |
| I will make sure that my online activity both inside and outside the setting will not bring my professional role and the settings reputation into disrepute. I will support the setting’s e–safety policy and help children to be safe and responsible in their use of ICT and related technologies.  |  |
| I will report any incidents of concern regarding children’s safety to the e–safety/Safeguarding lead, Jodie Brown or to the Head Teacher Charlotte Hall. |  |
| I understand that sanctions for disregarding any of the above will be in line with the setting’s disciplinary procedures and serious infringement may be referred to the police.  |  |

I agree to follow this code of conduct and to support the safe use of ICT throughout the setting:

Full name………………………………………………………………

Signature……………………………………………………………

**Date………………………………………………….**

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