Houghton and Wyton Preschool Playgroup Committee – Acceptable Use Policy

DO

- Only access the preschool systems using the username and password assigned to you.
- Remember your password and don't write it down or divulge it to any other user or any third parties outside of the preschool.
- Log off properly and leave computers ready for the next person to use.
- Use the computers for work in connection with preschool business only.
- Use preschool email accounts for preschool business use only.
- Use the standard school email signature only.
- Send emails that are polite and courteous.
- Be aware that mail sent and received externally is filtered for language content and certain file types within attachments.
- Report any unpleasant material or unsolicited email messages that you receive to the Manager.
- Remember that your preschool account, including emails, is monitored both automatically and manually by preschool staff.
- Report any problems that you have with ICT equipment via the ICT Committee Rep.
- Only access websites that are relevant for preschool work and research and that are appropriate to the preschool context.
- Remember that access to ICT systems is for preschool business purposes only. If you breach this policy your access may be removed.
- Refer to relevant preschool policies.

DON'T

- Collect or store personal information about others without direct reference to the Data Protection Act and GDPR.
- Take photos or videos of anyone without their (or in the case of children, their parent's) permission.
- Upload, download, post, email or otherwise transmit or store any content that infringes any patent, trademark, trade secret, copyright or other proprietary rights ("Rights") of any party.
- Display, print or distribute any material that may be regarded as offensive
- Use your own software on the preschool's ICT systems.
- Copy files onto the preschool's ICT system unless they are in connection with preschool business.
- Send unsolicited emails, anonymous messages, forward chain messages or pretend to be someone else when sending a message.
- Open email attachments unless you know who they are from and why they have sent it to you.
- Use your internet access to get to online gaming, gambling, internet shopping, file sharing, social networking etc.
- Access pornographic, racist or offensive material.
- Use chat rooms.
- Use the preschool's facilities to undertake any trading or other action for personal financial gain or political purposes.
- Use someone else's account or access their files.
- Interfere with any ICT equipment.
- Remove any equipment from the preschool unless you have been authorised to do so and you have signed a 'Resources Loan Form'.

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