



Use of Pre-School Technology Devices by Staff Agreement

As an employee of All Saints Wise Owls Pre-school I agree to follow the guidelines set out for the use of pre-school devices.

Staff will:

- Only use devices supplied by the pre-school for their intended use and in line with their role as an employee of All Saints Wise Owls.
- Not download any images or information to personal computers/tablets/mobile phones.
- Not use devices for personal use.
- Not allow family members to use devices.
- Not share the information stored with anyone other than the manager and staff.
- Ensure that log in details remain confidential to themselves and the manager only.
- Ensure that they are logged out when not in use.
- Ensure that devices are only used to access the internet via a secure network.
- Only download any child appropriate Apps for the use of children in the setting with the permission of the manager.
- Delete photos stored on devices as soon as they have been added to online Learning Journey's.
- Understand that other staff have a duty to report anything they see on a tablet that raises a concern in line with the 'Whistle Blowing' policy.
- Immediately report the loss or damage of any device.

Failure to adhere to these guidelines will give cause for disciplinary action.

Name:

Signed:

Role:

Date: