



## Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the Happy Days Nursery community are fully aware of the Happy Days Nursery boundaries and requirements when using the Happy Days Nursery Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of the Happy Days Nursery community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. The Happy Days Nursery provides Wi-Fi for the Happy Days Nursery community and allows access for education use only. Access is allowed for limited duration to enable a specific service or consultation to be completed on site.
2. I am aware that the Happy Days Nursery will not be liable for any damages or claims of any kind arising from the use of the wireless service. Happy Days Nursery takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the Happy Days Nursery premises that is not the property of the setting.
3. The use of technology falls under Happy Days Nursery Acceptable Use of Technology Policy (AUP), online safety policy, Child Protection policy and Employee Handbook which all staff, visitors and volunteers must agree to and comply with.
4. The Happy Days Nursery reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. Happy Days Nursery owned information systems, including Wi-Fi, must be used lawfully; 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.
6. I will take all practical steps necessary to make sure that any equipment connected to the Happy Days Nursery service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The Happy Days Nursery wireless service is not secure, and Happy Days Nursery cannot guarantee the safety of traffic across it. Use of Happy Days Nursery wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. Happy Days Nursery accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the Happy Days Nursery wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the Happy Days Nursery from any such damage.

9. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.

10. I will not attempt to bypass any of the Happy Days Nursery security and filtering systems or download any unauthorised software or applications.

11. My use of Happy Days Nursery Wi-Fi will be safe and responsible and will always be in accordance with the Happy Days Nursery AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.

12. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the Happy Days Nursery into disrepute.

13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (Sarah Shepherd or Pashie Love-Robinson) as soon as possible.

14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Sarah Shepherd or Pashie Love-Robinson) or the Owner (Collette Pridmore).

15. I understand that my use of the Happy Days Nursery Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the Happy Days Nursery suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the Happy Days Nursery may terminate or restrict usage. If the Happy Days Nursery suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

**I have read, understood and agreed to comply with Happy Day Nursery Wi-Fi acceptable Use Policy.**

*Signed:* \_\_\_\_\_ *Date (DDMMYY):* \_\_\_\_\_

*Name:* \_\_\_\_\_

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