



### **Appropriate Use**

- The use of the laptop in the presence of children is strictly prohibited.
- Within the operating hours of Kids Club, where children are present, ensure the laptop is locked away.
- If a member of staff needs urgent access to the laptop, the use will be permitted by the Play-manger or their deputy in their absence. The laptop must be used away from the children.
- The laptops must not be taken off site only with the express permission of the Play Manager. The laptop must only be taken home for the period of time its needed. The Play Manager, Business Manager and Administrator require their own club laptop to carry out their duties and are bound by the rules in this policy on passwords, data handling and safe storage.
- Official communication from the club needs to be made via the [ecclesallkidsclub@gmail.com](mailto:ecclesallkidsclub@gmail.com) address even if personal messages are sent to recipient's home address. Only the Play Manager, Business Manager and Administrator will have password protected access to this Gmail account.
- Any emails sent form the club email addresses or on the laptops to parents/carers or staff must not contain data which identifies the child or their parents or carer unless it is a direct response to them and it is they who have included identifiable data about themselves or their own child. Where the parent has sent identifiable data to the club this should be anonymised before forwarding on to another colleague or password protected if that is appropriate. Sensitive data e.g. medical or allergies must not be sent unprotected across the internet under any circumstances.
- No child or parent or carer data must be held on the club laptop including images. A tablet or camera designated for in club photos will be used for all photos; photos will be taken in line with parental permissions and will usually have pixelated faces or shots which render a child's face unidentifiable. The Business Managers laptop which contains payroll, HR, DBS data should be password protected and payroll data may only be sent via the VAS secure portal.
- Under no circumstances will the laptop be used to take photographs at the Club. The Club camera and tablet can be used to take photographs in session, for a specified purpose and the images may be retained with parental permission eg for EYFS.
- Ensure the laptop is enabled with a start up password that is unique and difficult to guess.
- Password protect any documents containing sensitive information before sending out. Ensure only that the correct recipient receives any such documents.
- Only visit websites you know and trust.
- Accessing inappropriate websites is strictly prohibited. Should inappropriate websites be accessed accidentally, this should be immediately reported to the Play Manager and Business Manager.
- The laptop has been installed with anti-virus software. Only visit websites you know and trust
- Ensure your email is filtered for spam. Delete any emails received from an untrustworthy source or containing inappropriate material.
- Do not open any email attachments unless they were expected and from a trusted source. Email attachments are the number-one malware risk.
- Do not leave unattended. Always lock the screen when not in use. If not in use for a period of time, shut down.
- Do not download software. If new software is required, seek guidance from the Club Manager/ Committee.
- Only connect to approved or known wireless networks.
- Do not allow anyone else to use your laptop.
- Never leave the laptop logged on to shared drives, email accounts etc. when not in use. Ensure you are logged out and shut down.
- If left at work overnight, always keep out of sight, locked away.
- Ensure files are regularly backed up by a secure method.



### At Home

Your laptop should be covered under your home insurance, therefore:

- Always store your laptop inside the home and do not leave it in the car or anywhere that it can be easily seen from outside.
- Ideally lock it away in a cupboard.
- Do not allow any use that is not authorised.

<b>This Policy was adopted by:</b> Ecclesall Kids Club	<b>Date:</b> 02/11/18
<b>Reviewed:</b> 23/02/2023	<b>Signed:</b> Ecclesall Kids Club Committee