

Acceptable Use of ICT Policy



Policy Statement

The use of ICT is important within the setting. It is important that staff use all forms of ICT appropriately and according to the setting guidelines. We take steps to ensure that there are effective procedures in place to protect children from the unacceptable use of mobile phones, tablets, laptops and cameras in the setting and also to protect staff from allegations of misuse.

Procedure

Mobile phones are only permitted to be used in the staff room or office, if necessary and during their breaks. Staff are to ensure their mobile phones are kept in their lockers during the day and do not enter the nursery at any time. If a member of staff is expecting an urgent phone call then they can leave their mobiles with the office or ask to be contacted on the office line. Staff are not to check their phones during working hours unless express permission has been given from the Manager.

Smart watches must be treated in the same way as a mobile phone; we ask staff not to wear any smart watches when in the setting, with the definition of smart watch being any watch that can connect to a mobile phone remotely via Bluetooth, that have cameras or the capability to make calls or texts and connect to Social Media of any kind.

Fitbits can be worn, but only if the staff member's phone is stored in the black box and turned off in the office. Fitbits with greater technology or cameras are not permitted.

Best practice should be that the nursery mobile is taken on any outings; our mobile phone is a basic handset without a camera to ensure the safety of the children. Where this is not possible and staff have to take their personal mobile phone for use in case of emergency this will only be permitted with consent from management and must not be used unless deemed necessary. The manager has a work phone, which has access to the internet, email and a camera. This phone remains in the nursery office and can be taken on outings with the manager if required. This phone is labelled.

Freshlings have their own cameras and tablets for taking photos for displays and in learning journeys to support children's development. These will be kept in a locked cupboard in each room. Additional consent should be sought for

photographs to be viewed outside of the setting or through an external photographer. Our staff and volunteers must not bring their personal cameras or recorders into the setting and must ensure that only the setting cameras are used when taking photographs of the children.

Photographs and recordings are only taken to support the children's learning and development records and for displays within the setting with permission from parents/carers given on the children's registration paperwork. Children will only appear in other children's learning journeys if permission is given but will not be named. All camera use will be monitored by the manager to ensure it is appropriate and for the protection of all. All images will be stored for a maximum of 3 months and will be deleted from cameras and the setting computers. The only exception to this rule is photos taken and used for publicity or for events such as graduation or Christmas party. Under no circumstance will photos be stored on a memory stick. All printed photographs will be used in the child's learning journey, display purposes, given to the parent or destroyed safely.

All members of staff are expected to use the cameras/tablets appropriately, they are not permitted to be used in sensitive/private areas such as in the toilets or nappy changing rooms and staff are to ensure all children that are having their photos taken have permission from their parents, especially if the photos are to be used for displays, publicity or if they feature in another child's photos for their learning journeys.

Parents are not permitted to use their mobile phones when they are in the building and if they receive a call that is urgent they must vacate the rooms to answer their phone in the reception/office area. During settling in visits, when parents are staying with their children they are requested to leave their mobile phones in a drawer in the office. In the case of any events taking place it is at the Management's discretion as to whether parents are permitted to use their own devices to take photos, parents will be informed of the decision in advance to any event.

Online Safety

The influence and value of ICT and technology is recognised within the EYFS and therefore is promoted within our practice, with the aim of all children leaving the setting with basic ICT skills.

There is a computer in the Ladybird Room which children can use with access granted from staff, this is located in an open area, clearly visible to staff. This computer is connected to the internet and children's use is supervised in order to protect them. The use of computer CD-ROMs may be used but these are age appropriate and checked by the staff before use.

All members of staff have access to computers/laptops for written paperwork. All members of staff are expected to use the computers professionally and not for personal use i.e. accessing social media (see Social Media Policy) and must follow the guidelines expected for the safety of everyone. Any misuse of the

computers/laptops, including misuse of the internet will be dealt with by management and if required, disciplinary processes will be followed.

Freshlings does not have CCTV, however there is CCTV on campus which may overlook the exterior of the setting – this is controlled by campus security.

Management are expected to attend online safety training regularly to keep up to date with any new policies or procedures that may come into place.

Use of Mobile Phones and Cameras

Policy Statement

We take steps to ensure that there are effective procedures in place to protect children, young people from the unacceptable use of mobile phones and cameras in the setting. This policy refers to all information storage devices including cameras, mobile telephones and any recording devices including smartphones and smartwatches.

Procedures

Personal Mobile Phones including smart watches

We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive high quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or smartwatches during working hours.

- Personal mobile phones belonging to our staff and volunteers are not to be used on the nursery premises (except within the staff room when on breaks).
- Personal mobile phones are stored in lockers or in a locked drawer and turned off or on silent.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present with the permission from the Manager; Vicky Smith (EYCEDM).
- Vicky Smith has a work mobile phone which is used in the nursery office and is taken on outings if in attendance.
- Our staff and volunteers ensure that the work telephone number is known to immediate family if they need to contact them in an emergency. Personal calls shouldn't be accepted unless urgent.
- If our staff have to take a personal mobile on outings, they are only to be used in an emergency and must not use them for personal use. Photographs will not be taken on personal cameras.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Visitors will be asked to use the reception area where there are no children present should they need to use their phone.

- During settling in visits when parents are staying with their children, they are requested to leave their mobile phones in the office.
- Smart watches must be treated in the same way as a mobile phone. We ask staff not to wear a smart watch and not to bring these into the setting, with the definition of a smart watch being any watch that can connect to a mobile phone remotely via Bluetooth, that have cameras or the capability to make calls or texts and connect to Social Media of any kind.
- Fitbits can be worn, but only if the staff members phone is stored and turned off in the office in the black box. Fitbits with greater technology or cameras are not permitted.

Cameras and Videos

- Our staff and volunteers must not bring their personal cameras or recorders into the setting and only the setting cameras are to be used. Photographs are monitored to ensure that parent's wishes are met and children are safeguarded.
- Photographs and recordings are only taken to support their learning and development records and for displays within the setting with permission from parents given on registration paperwork. Children will only appear in other children's learning journeys if permission is given but will not be named. Camera use will be monitored by the Manager. Should outside photography or videoing be required, additional consent will be sought from parents.
- At events, parents are requested not to use their own cameras and if they do wish to take a photo seek consent from staff and ensure that only their child is present.
- If parents wish to take a group photo, consent will be sought from all individuals first. We ask that photos of events such as Christmas parties are not posted on any social media website or area without permission from parents of all children in the picture.
- All images will be stored for a maximum of 3 months and will be deleted off cameras and computers.

Any breaches of this policy by a member of staff will result in disciplinary action, which could result in dismissal.