



# Rainbow Teddies Pre-school Policy Document

## Acceptable Use of Technologies

### Safeguarding and Welfare Requirements:

1) Child Protection (including the use of cameras/mobile phones)


### EYFS Key Themes and Commitments:

<i>A Unique Child</i>	<i>Positive Relationships</i>	<i>Enabling Environments</i>	<i>Learning and Development</i>

This policy was adopted at a meeting on: .....

Review Date: .....

Signed: ..... on behalf of the Management Committee

Print Name: ..... Position: .....

Signed: ..... Pre-school Manager



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## Acceptable Use of Technologies

The internet and other technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All internet users (leaders, staff, volunteers and children) should have an entitlement to safe access to ICT and the internet. This policy is intended to ensure safe and appropriate use of technologies for management, learning and any personal use which supports continuing professional development.

The purpose of having this policy is to ensure that:

- all adults work to ensure that children in their care are kept as safe as possible;
- staff, students and volunteers are responsible users who are pro-active about their own safety; and
- our setting's ICT technologies and users are protected from accidental or deliberate misuse which could put our setting and its users at risk.

This policy applies to the use of **technologies<sup>1</sup>** on the registered premises of this setting and in any locations visited in connection with the running of the group. It applies to technologies owned by the setting and those owned by others.

## **Commitment**

Every effort will be made to ensure that this setting's ICT technologies are used in a responsible way, so that there is no risk to the safety or security of the children or adults or to the safety, reputation or sustainability of the setting itself. This applies to technologies owned by the setting and to that owned by others.

## **Keeping Safe**

- The manager will monitor the use of ICT, email and other digital communications.
- Adults will only use their own user names and passwords which will be carefully chosen so that they cannot be easily guessed and will not use any other person's username and password.
- We will ensure that all data (including business documents and files) are regularly backed up.
- Adults will not engage in any on-line activity that may compromise their professional responsibilities or compromise the reputation of the setting or the safety and wellbeing of staff or children.
- We will ensure that the personal data for any child or family is kept private and confidential, except when we are required by law or by the setting's policy to disclose it to an appropriate authority.
- We will only transport, hold, disclose or share personal information about ourselves, or others, in ways agreed by the setting and will not send personal information by e-mail as this is not secure.
- We will not send the personal data electronically if security cannot be guaranteed.



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- We will ensure that there are suitable filtering and security systems in place and that they are not bypassed.
- We will ensure that all photographs of children cared for by the setting which are taken on the pre-school mobile camera(s) (or those of employed staff) are stored and used responsibly.
- Adults will only use their own equipment to take images of children or adults if given specific permission for a particular occasion, **for e.g. pre-school performances and events organised by the pre-school (parents sign for this in *Child Information Booklets*)**
- In usual circumstances any images will only be gathered using pre-school equipment.
- We will ensure that adults will only use their personal ICT in the setting for permissible activities and will follow the rules set out in this agreement.

## ***Promoting Safe Use by Children***

- Adults will:
  - model safe use of the internet and help children to learn to use technologies safely
  - take all reasonable steps to ensure that all use of the internet is supervised and deal with any issues that arise
  - take immediate action in line with our setting's policy if a child reports any concerns or if an issue arises that might compromise the safety of any users, or the security of the setting.

<sup>1</sup> The term **technologies** refers to computers/laptops, mini-books, **mobile phones**, any devices with internet access, memory sticks, **cameras** and any equipment which stores personal information (databases, electronic records, contact details etc).

## ***Communicating and sharing***

- Adults:
  - will communicate online in a professional manner and tone (this includes communication by text message) and will not use aggressive/inappropriate language nor compromise either the provider's position or the reputation of the setting
  - will only communicate with parents/carers using official systems, as agreed by the management committee
  - will not use chat and social networking sites in the workplace
  - will not use personal email addresses on the setting's ICT systems unless given permission
  - will not access, copy, remove or otherwise alter any other users' files, unless given permission
  - will ensure that permission is obtained to use the original work of others and will credit them if it is used
  - will not download or distribute copies of material (including music and video) which is protected by copyright
  - will only take **images<sup>2</sup>** of children and staff where it relates to agreed learning and management activities and will ensure that parent/staff permission is obtained before the images are taken (*Child Information Booklet- parents/carers*)
  - will ensure that, where these images are published (e.g. on the setting website or in a newsletter) it will not be possible to identify the children who are featured by name or to discover any other personal information about them



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- will ensure that parental/staff permission will be obtained if images are to be published online or in the media
- will not use personal equipment (**including cameras and mobile phones**) to record images unless specific permission has been given
- **will store personal mobiles in basket near Manager's desk and not carry them around; calls will be taken in this area or taken outside, away from children**
- will not keep images of children stored on personal equipment unless permission has been given. If this is the case we will ensure that these images cannot be accessed or copied by anyone else or used for any purpose unless given permission. On occasion, visiting professionals may observe and film particular children, who have been identified as having additional needs; other children may also appear in the footage (playing alongside etc.) Any such video footage will only be used within the professional assessment team and will be destroyed on completion of the assessment process.

## **Research and Recreation**

- Adults:
  - will ensure that technology equipment is not used to upload, download or access any materials which are illegal (e.g., child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or are inappropriate or may cause harm or distress to others
  - will not (unless permitted) make large downloads or uploads that might take up internet capacity
  - will understand that all the setting's ICT equipment is primarily intended to support management and learning and will only be used for personal or recreational use if permission has been given.

## **Problems**

- We will ensure that others understand their duty immediately to report to the Manager and/ or Management Committee:
  - any illegal, inappropriate or harmful material or incident of which they become aware; and
  - any damage or faults involving equipment or software, however this may have happened.
- **If we believe a young person may be at risk we will follow the child protection procedures.**
- **If we believe a child or adult may be being bullied we will follow the agreed procedures.**
- We will ensure that others understand their duty not to:
  - install or store programmes on a computer owned by the pre-school unless they have permission
  - try to alter computer settings, unless this is allowed in this setting's policies
  - cause damage to ICT equipment in the setting
  - open any pop-ups or attachments to emails unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

<sup>2</sup> The term *images* includes **all still photographs and moving images** on either traditional or digital cameras