

Technologies Policy

At Frenchay Pre-School we want to make sure that we help children to become responsible users of technologies (laptop, mobile phones, any devices with internet access, memory sticks & cameras) and to stay safe. The purpose of having a statement on acceptable use in this setting is to try to ensure that:

- children are kept as safe as possible
- staff and anyone else on the premises are pro-active about their own safety
- this setting's ICT technologies and users are protected from accidental or deliberate misuse which could put the setting and its users at risk

Keeping Safe

- The laptop in the pre-school will have internet access but parental controls will be in place. Only appropriate software will be on the laptop
- Photographs of children cared for by the setting **MUST NOT** be taken on personal mobile phones or cameras. They may be taken on pre-school ipads.
- Other adults will only use their own equipment to take images of children or adults if given specific permission for a particular occasion.
- Staff must leave their personal mobile phones in a safe place away from the children, and **not** in their pockets. Staff can check their phones if they need to, under supervision of the manager or deputy. Staff may of course give out the pre-school phone number to next of kin in case they need to be contacted during pre-school hours.

Communicating and sharing

Staff will at all times:

- Communicate online in a professional manner and tone and will not use aggressive/inappropriate language nor compromise either their own position or the reputation of the setting
- Will only communicate with children and parents/carers using official systems owned by the setting
- Will only use chat and social networking sites that are approved by the Director and for activity which has been agreed by the Director
- Will not use personal email addresses on the setting's ICT systems unless Director has given permission
- Will not access, copy, remove or otherwise alter any other users' files, without their 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 videos) which is protected by copyright.
- Will only take images 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

- 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
- 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 not keep images of children stored on personal equipment.
- Will keep passwords and tapestry information strictly confidential.

Research and Recreation

Staff and anyone else on the premises:

- 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

Problems

Staff will understand their duty to immediately to report to the Director:

- Any illegal, inappropriate or harmful material or incident of which they become aware
- Any damage or faults involving equipment or software, however this may have happened
- If they believe a young person may be at risk, they will follow the child protection procedures
- If they believe a child or adult may be being bullied they will follow the agreed procedures

Staff will understand their duty not to:

- Install or store programmes on a computer owned by the setting 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

Written by: Lucy Foley, Pre-School Director September 2014

Last Policy review: September 2016

Policy due for review: January 2019

Declaration from each member of Staff

I understand that the Acceptable use of Technologies Policy rules are in place to enable me to use ICT safely and that if I do not follow them I may be subject to disciplinary action. I agree to use ICT by these rules when:

- I use the setting's ICT systems at the setting or at home when I have permission to do so;
- I use my own ICT (when allowed) in the setting; and
- I use my own ICT out of the setting to access online resources or for activities relating to my employment by the setting. I also understand that this agreement will be reviewed from time to time as appropriate and that I may be expected to sign a revised version of the agreement in the future.

Name	Position	Signature	Date
Lucy Foley	Director		
Claire Frost	Manager		
Debra Trim	Deputy Manager		
Diane Amesbury	Practitioner		
Lana Tuckwell	Practitioner		
Sara Osmond	Practitioner		
Wendy Diamond	Practitioner		