

ICT Policy

First Steps, Headstart & Stepping Stones Nurseries provide the use of digital cameras, computers and internet facilities, for children and staff. The digital cameras allow staff and children to record day to day activities. The computer and internet access provides opportunities to enhance education by supporting the planning of activities and researching information. This policy sets out the Nurseries' standards for the safe use of this ICT.

Cameras

- The use of cameras other than the Nurseries own cameras are strictly prohibited unless by prior permission with the management team. Visitors and parents are asked to not bring cameras on to the premises unless this has been agreed with the Manager in advance.
- Consent for photographs is obtained from Parent/Carer on admission as part of the registration process.
- Children will have access to a child friendly digital camera and any photographs taken by children will be downloaded or deleted when the memory card is ready for developing.
- Staff will only use the Nurseries' own digital cameras to take photographs to support the recording of activities or events and these will be downloaded or deleted when the memory card is ready for developing.
- The memory cards will be securely stored in a locked cabinet in the office at the end of every day.
- Staff will not use any other digital device to take photographs in or around the Nurseries or when on outings.
- Cameras are prohibited within the toilet/nappy changing areas.

Computer and internet use in the setting

The computer system is owned by the Nurseries and has appropriate software to ensure safe internet use.

The Nurseries reserve the right to examine or delete any files that may be held on its system or to monitor any internet sites visited.

- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.
- E-mails can only be sent by the management teams who are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Access to the Nurseries' management software (Abacus) is for trained staff only, and is subject to the Nurseries' confidentiality and ICT policies and the Data Protection Act 1998.
- Use for gambling is forbidden.
- Copyright of materials will be respected.
- Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

- All laptops will be stored in a locked cabinet in the office at the end of every day.

Rules for responsible internet use

Staff, Students and Volunteers

- Permission will be requested before using the internet.
- Computers will be used only for agreed activity.
- Computer discs or pen drives will not be used without prior permission.
- All internet activity will be monitored for appropriateness.
- Other users' files will not be accessed without their permission.
- E-mail can only be used by authorised personnel. E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Personal details will not be shared over the internet.
- Apart from the Nurseries' own Facebook pages, social networking sites will not be accessed via work computers or during work hours.
- Computer files will be checked and the internet sites visited will be monitored.
- Any inappropriate materials sent to the computer must be reported to the manager.
- All staff will adhere to the above. Any breaches will be subject to the Nurseries' disciplinary procedure.

Children

- Children will have no access to the internet while at the Nurseries.
- The Nurseries will work with the parents to ensure they are aware of internet use.
- Children will use only age appropriate software in the Nurseries.
- We will gain written consent for any specific internet use from the parents and display the rules for safe internet use at all times. All internet activity will be supervised and monitored by staff.
- Written permission will be obtained from parents for the use of children's photographs for the Nurseries' website and Facebook pages.

Mobile phones

- The use of mobile phones are strictly prohibited in the Nurseries. All visitors to the Nurseries will be required to switch off and hand in their phones while on Nursery premises. Parents/Carers will be required to keep their mobile phones switched off while on Nursery premises at drop off and pick up times.

- Staff may not carry or use their personal mobile phones whilst working in the Nurseries or out on nursery outings. All mobile phones must be handed in to the office at the start of the working day and collected before going home.
- The safety of the children is paramount. Causal or inappropriate use of mobile phones by staff may pose a risk, if a staff member is distracted from caring for children (*Ofsted, Mobile Phone guidance Feb 2011*).
- The Nurseries have their own mobile phones as part of the arrangements for Outings. These are kept in a secure cabinet in the office when not in use, and are subject to regular checks by the management team.
- The Nurseries' mobile phones will be taken on all nursery outings. However, when necessary personal mobile phones can be taken on an outing but only with prior permission (recorded) from the Manager, and all phones will be checked by the Manager upon return from the outing.
- In emergencies staff can be contacted on the Nurseries' telephone number.
- Staff are allowed to use their mobile phones during breaks in the staffroom only, but the phones must be returned to the office at the end of their break.
- Staff will not use any camera facility on their mobile phone during a session or an outing.
- Staff will not use any other digital device to take photographs in or around the setting or when on outings.
- Mobile phones are prohibited within the toilet/nappy changing areas.

Social networking sites

- The Nurseries have their own individual Facebook pages. These are administered by authorised personnel, usually the management team, and only they can post any photographs or material on them. These are also closely monitored by the senior managers.
- Prior permission will be obtained from parents/carers before any photographs of children are put on the Nurseries' website or Facebook pages.
- Staff are not permitted to post anything about the children attending the Nurseries, past or present, their families or any other member of staff.
- Staff are not permitted to post any photographs from the Nurseries or any photographs that identify the Nurseries, children or staff regardless of where the photographs were taken.
- Photographs of staff members may only be posted with their consent.
- Any member of staff that posts comments that breach confidentiality or are deemed to be of a detrimental nature to the setting, staff or children will be subject to the settings disciplinary procedure.
- All staff will maintain professionalism whilst using social networking sites.
- Any member of staff, who becomes aware of any social networking activity that would be deemed inappropriate or detrimental, will make the manager/owner aware under the guidelines of the Whistle Blowing policy.
- For more information please refer to the Social Networking policy.