Information and Communication Technology Policy inc. Use of internet (e-safety)

Aims
To ensure that all technology is used for the enhancement and not to the detriment of the children in the nursery, to safeguard their privacy and help them enjoy learning with and about technology. To enable staff to record children's activities for record keeping and information sharing purposes.

Methods
Parental Consent:
All parents are asked for their written consent or not, for the nursery to keep records and take photos/short films of their child for each of the following:
- Use only by the nursery for recording progress
- Sharing with other Early Years Professionals
- Use in promoting Montessori Education
- At special events (Christmas/Birthday celebrations/Summer Gathering/Leaving ceremony) we ask parents to ensure that they only photograph/film their own child at nursery school events and not to put photos of children on the internet.
- Photos are used by staff for occasional display on the parent notice board and photos/films of children are shown on open days, parent talks and the school website.
- Parents are told they can withdraw their permission at any time.

Photo use and storage:
Staff only use the school devices which are available in the classroom during the day and locked in the office at night. The photos are uploaded to Tapestry regularly and then deleted from the devices. Students must have express permission from the manager to use photos for their course work and the methods used must be discussed and agreed by the manager.

Technology:
The children have use of a tablet which runs only apps suitable for their age group, it is not internet connected. Staff choose educational and age appropriate apps which can help the children with their ICT skills. Children are monitored to ensure they are not using the tablet for lengthy periods. Parents can request in writing that their child/ren do not to use the tablet and staff will record this preference on the child's records and ensure all staff know not to introduce or encourage use of the tablet for these children.

Staff use Kindles for record keeping purposes which are protected by passwords/pins and parental controls are in place so no staff can access the internet or other apps. The school computers are used for record keeping only, staff may not access their emails or any other apps/websites. Project planning by staff needing access to the internet is agreed on a case by case basis by management using the office computer staff account. We do have wireless internet access.

Acceptable Use
Use of the Kindles and computer for record keeping must be guided by the children's best interests at all times. Devices used for record keeping must not detract from the practitioner's primary role of interacting and caring for the children. Use of Kindles must be kept to a minimum when in the vicinity of the children. Staff are given regular timeslots to upload photos and write up observations.

Mobile phones:
All staff mobile phones are kept with their personal belongings in a locked cupboard in the office. No member of staff will have a mobile phone on their person unless with the express permission of the owners,

and only then in the exceptional case of expecting an emergency/important personal call. They will not be permitted to use it in the classroom for any other purpose. Mobile phones are only to be used during staff lunch breaks in the office or Small Room when there are no children present and at no other time of day. All visitors will always be with a member of staff in the nursery and if seen to be about to use a mobile phone they will be asked not to, or to step outside the front door to use their phone. When going on outings a member of staff takes a mobile phone in case of emergency but it is not used to record any aspect of the outing.

All records and photos are deleted in accordance with the Data Protection Act 1998.

<u>Protection from Radicalisation sites and e-safety</u>

In our Parent Handbook we advise Parents to be aware of unsuitable web sites and the dangers of the internet. We provide them with an e-safety web site link.

All the undertakings above are subject to the paramount commitment of the nursery school, which is to the safety and well-being of the child. Please see also our policy on Safeguarding Children and Confidentiality and Protection of Data Policy. All records are kept on accordance with the DPA 1998 and the GDPR 2014