

## Monty's Acceptable Usage Policy

*In conjunction with Child Protection, Safeguarding, Mobile phone policies*

### Policy Statement

ICT, digital and mobile technology resources are now regarded as essential to support learning, teaching and personal social development. They form part of an essential life skill. When using technology with children, practitioners need to ensure that the resource is used safely and responsibly.

Kerry Allen (Nursery Deputy Manager) is designated E-Safety officer in line with being Designated Child Protection officer.

E-safety will be implemented into the weekly planning alongside ICT use. Children will be educated on the safe use of computers to include the following

1. Children are to only use the computers with an adult present.
2. Children will be shown how to use appropriate web sites for example Cebeebies.
3. Children are advised of the dangers of sharing information online.
4. Children are shown how to activate the 'Hector Protector' safety button, if there is content that makes them scared or unhappy.
5. Practitioners will demonstrate and role model the correct use of recording equipment, such as cassette recorders.

### Computers

**The internet can be used to support learning as well as for social and personal development activities. It can motivate, engage and develop self-esteem and confidence. The internet is an essential element for education and social interaction. Monty's Day Care has a duty to provide children with quality Internet access as part of their experience.**

- Internet access will be designed for educational aspects of social and developmental use and will include age appropriate filtering.
- Guidance about appropriate Internet use will be part of the support for children.
- All practitioners should guide children in online activities that will support their developmental and learning outcomes.
- Access to the internet will be closely supervised by a practitioner allowing access to specific and agreed sites only.
- Kerry Allen as Safeguarding Designated Person will manage the permitting and banning of additional web sites identified by Monty's Day Care.
- All computers that are accessed by children will have the Hector Protector Safety button downloaded.
- All children are to be taught why and how to use the Hector Protector Safety button.
- Kerry Allen as Designated Person will ensure that regular checks are made to ensure that the filtering methods selected are appropriate and effective.
- If practitioners or children discover unsuitable sites, the content must be reported to Kerry Allen who will then report To Children's Safeguarding Unit 03000 415797/03000 412445
- Any material that the setting believes is illegal must be referred to the Internet Watch Foundation (<http://www.iwf.org.uk>)
- In common with other media, some material available via the Internet is unsuitable for children. Monty's Day Care will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of the internet content, it is not possible to guarantee unsuitable material will never appear on a computer. Monty's Day Care

cannot accept liability for the material accessed, or any consequences of internet access.

- Kerry Allen as E-Safety lead will have an awareness of current e-safety guidelines and will pass this information onto staff through training and staff meetings.
- Kerry Allen will ensure that this policy is implemented and compliance with the policy monitored
- Written permission from parents/carers will be obtained before photographs of children are published on the setting's web site.
- Rachel Whitely (Director), Emma Taylor (Nursery Manager) and Kerry Allen (Nursery Deputy Manager/Designated Child Protection Office) will take overall editorial responsibility and ensure that all content placed onto the Nursery Website is accurate and appropriate.
- Monty's Day Care will promote safe use of e-communications to other Practitioners, professionals and parents/carers.
- Rules and rights for Internet access will be posted in all areas where computers are used.
- The teaching of e-safety will be part of the provision for all children. It will include key messages that are age appropriate. This will include teaching of only being on a computer with a grown up, being kind online, keeping information safe and telling a grownup is something online makes them unhappy.

## LAPTOPS

- The laptops at Monty's Day Care are to be kept in the Nursery office when not being used, and locked away securely at night when the Nursery is closed.
- All laptops that are used to create sensitive data will password protected screen savers that will appear after 2 minutes.
- It will be the responsibility of Kerry Allen to ensure virus protection software that has been installed is kept up to date.
- Practitioner should not attempt to significantly alter the computer settings without express authorisation from Emma Taylor and/or Kerry Allen.

## I PADS

I Pads are for the staff to record and monitor the children's development by using the online tool of Tapestry. All parents are asked to sign permission for their children's profile to be loaded onto the program. Practitioner will upload appropriate pictures of the children alongside an observation to record the child's progression and development.

- All staff will have their own secure login password with limitations; this must not be shared between staff.
- The Management team will have their own secure login with full access to all files; this must not be shared between staff.
- The Tapestry can only be accessible when Management sign in to the settings account. Therefore the Tapestry can only be used by staff during nursery opening times.
- The I Pads must be stored safely when not in use. The screen protector and hard case must not be removed.
- At the end of the working day, all I Pads must be returned to the office, where they will be stored and locked away.
- I Pads must not leave the premises.
- Kerry Allen as Designated Safeguarding officer is responsible for maintaining the safety of the content put upon the I Pads.
- Staff must never download or browse Apps while handling the I Pads.

## CAMERAS

Photographs taken for the purpose of recording a child or a group of children participating in activities or celebrating their achievements is an effective form of recording their progression.

**However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.**

- Monty's Day Care has a setting mobile phone which is used in emergencies or outings. This phone is kept in the office and does not have a camera device fitted.
- Photos of the children are only to be taken on the settings own cameras, that are clearly labelled with each room's name on them.
- Photos of the children are only to be printed in the Monty's Day Care office only.
- Images taken in this device must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera. At all times the camera must be placed in a prominent place where it can be seen.
- Images taken and stored on the camera must be downloaded as soon as possible.
- Images must only be down loaded by room leaders
- Photos will be recorded in children's learning journeys and kept safe.
- Under no circumstances must cameras of any kind be taken into the bathroom/changing area without prior consultation with Emma Taylor and/or Kerry Allen.
- In line with our Safeguarding policy, all cameras and memory sticks will be locked away in the Nursery office overnight.

## **MOBILE PHONES**

**It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used or shown. Our aim is to eliminate the staff being distracted from their work with children. This also applies to parents being distracted on their mobile phones during drop off and collection times. Also the inappropriate use of mobile phone cameras around children**

- All staff must ensure that if their mobile phones are brought onto the premises they must be placed into the phone safe, situated in Manic Monsters throughout contact time with the children.
- Mobile phones must only be used during staffs designated breaks or on staffs own time in a designated area away from the children.
- During group outings nominated staff will have access to the setting's mobile phone, which is used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns of other staff's behaviour immediately to Emma Taylor and/or Kerry Allen.
- Should inappropriate material be found then Emma Taylor and/or Kerry Allen will contact the LADO team immediately. We will follow guidance of the LADO as to the appropriate measures for the staff member's disciplinary action.

## **SOCIAL NETWORKING SITES**

**As childcare workers, we have a professional image to uphold and how we conduct ourselves online helps determine this image.**

- Staff cannot be social networking "friends" of any parents whose children attend the setting. If you are already friends before you are employed at the setting, you can no longer be "friends" on a social networking site.
- Staff whose children attend the setting can be Facebook friends with other staff. Correspondence should remain professional and within the guidelines of point 5.

- Staff must not post any information or images onto social networking sites that refer to their employment or the setting. Staff cannot mention where they work, who they work with or anything about the children or staff at the setting. Comments on social networking sites must remain professional and respectful of other staff. Privacy settings must be in place so only direct friends can see posts.
- Staff and children are not permitted to enter into any social networking site on any computer within the setting.

**Failure to adhere to the contents of this policy may lead to disciplinary procedures and criminal charges being made.**

### **Legal Framework**

- *The Children Act 2004*
- *Working Together to Safeguard Children 2010*
- *Statutory Framework for the Early Years Foundation 2012*
- *Safeguarding Vulnerable Groups Act 2009*

*This policy was adopted at a meeting during February 2016. Rachel Whitely (Director) Emma Taylor (Nursery Manager) Kerry Allen (Deputy Manager), & (Designated Child Protection Officers) were present.(Policy and procedure to be revised during the month of February 2017 spring term)*