



# ICT Policy Little Stars Day Nursery

## Change Control

<b>Version:</b>	V2
<b>New or Replacement:</b>	Replacement
<b>Approved by:</b>	Senior Management Team
<b>Date approved:</b>	
<b>Name of author:</b>	Nursery Manager
<b>Name of responsible committee:</b>	Senior Management Team
<b>Name of Corporation committee:</b>	N/A until further notice
<b>Date issued:</b>	October 2022
<b>Review date:</b>	October 2024
<b>Document Reference:</b>	

## Revision History

Version	Type	Date	History
V1	New	June 2012	New
V2	Updated	August 2016	Updated
		July 2017	Reviewed
		July 2018	Reviewed/minor amendment
		June 2019	Reviewed
		October 2020	Reviewed
		November 2021	Updated
		October 2022	Reviewed

## **ICT POLICY**

### **Using camera, mobile phones, I-Pads and recording devices.**

Little Stars provides the use of digital cameras, computers, I-Pads and internet facilities, for children and staff. The digital cameras allow staff and children to record activities going on in the setting. The computers and internet provides opportunities to enhance education by helping with activities, providing information, sharing with parents their children progress and achievements and for the planning of activities.

The I-Pads play a part in the observation and assessment process. We ensure any photos or recordings taken of children in our setting are only done with prior written permission from each child's parents/carers.

This policy sets out the use of this ICT and is in conjunction with all GIG policies and procedures including Computer Acceptable Usage Policy 2011, and the e safety Policy 2011.

### **Digital cameras, mobile phones, computers, I-Pads and I-watches.**

- I-Pads are pin protected.
- Children should use the child friendly digital camera and any photographs will be downloaded or deleted at the end of each session.
- Staff must only use the setting's own digital camera to take any photographs and these must be downloaded or deleted at the end of each session.
- Staff may only use the settings I-pads and cameras to take photographs in the setting and must not use mobile phones to take any photographs.
- Mobile phones are not to be taken into rooms and staff personal mobiles must be kept in their lockers or the office and only used off premises, in the reception area or within the staff room.
- The little stars telephone number should be given out for emergency contacts for staff.
- Consents on registration are for photography for use within the setting and for tracking progress along with marketing the nursery externally.
- Additional consent will be gained for our annual photographer.
- Photographs of children will be deleted/destroyed when they leave the setting.
- Any parent/visitor using a mobile phone on premises will be asked to use the device outside of the rooms within the communal areas such as reception.
- All contractors/visitors will be made aware of this policy and asked to leave their mobile phones within the office.
- Staff on outings or visits will be supplied with a nursery mobile phone and will not be allowed to take their own phones with them.
- Staff are to turn their I-watches to aeroplane mode when in the playrooms.

### **Computer and internet use**

The computer system is owned by the TEC Partnership and has appropriate software to ensure safe internet use. TEC reserves the right to examine or delete files that may be held on its system or

monitor any sites visited as per the above TEC Partnership policy. Staff, students and volunteers must agree to abide by the TEC policy and the following is used as additional guidance.

The Tapestry online learning journals are also available on password protected computers within nursery. Computers are all password protected with only staff having access. The computers are set up in compliance with the TEC Partnership policies, ensuring safety and security.

(Please also refer to the Nursery Tapestry policy)

### **Rules for responsible Usage, staff, students and volunteers**

- Never share personal password with anyone.
- Do not access others files without permission.
- Do not use shared drives for personal information.
- Ensure any matters re child protection are sent via secure email – move it accounts.
- Social networking sites should not be accessed via work computers or during work hours unless it is the Littlestars Facebook page to update or add photos. Only 3 people have access to these details.
- Nursery laptops and computers are password protected.
- Computers will be used only for agreed purposes, tapestry, work emails, online training etc.
- I-Pads will only be used by staff to access Tapestry containing the children's online learning journals.
- I-Pads will be left at nursery in a secure locked cabinet, which only managers and supervisors have keys to.
- Information from I-pads containing children's Learning journals will be transferred to a coded pen drive once the child has left the setting.

### **Social Networking**

- The following is in addition to and support the TEC Partnership staff code of conduct.
- Anyone working at Little Stars Nursery should, at no times post anything regarding children, their parents/carers or families or others at the setting.
- No photographs from the setting may be used, or ones which identify the setting or children from the setting on personal accounts.
- No photographs of other members of staff, students or volunteers to be used without their consent.
- Anyone posting remarks which breach confidentiality or are deemed to be a of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings.
- Any employee who becomes aware of social networking activities by a member of staff, student or volunteer that would be deemed to distasteful, or not appropriate should make the manager aware.

### **Children**

- The setting will work with parents to ensure they are aware of internet use.
- Children will only use age appropriate software on nursery I-pads and nursery computers.
- Personal details will not be shared over the internet.

- Any inappropriate materials sent to the computer will be reported to the managers.
- Internet sites visited will be monitored.