**ICT Policy**

Branston Little Pickles Pre-School provides the use of iPad, computers and internet facilities for children and staff. The iPad allows staff and children to record day to day activities. The computers and internet access provide opportunities to enhance education by supporting the planning of activities and researching information.

This policy sets out the settings standards for the safe use of this ICT.

**Cameras**

•Consent for photographs is obtained from Parent/Carer on admission as part of the registration process.

• Children will have access to a child friendly iPad and any photographs are regularly removed from the iPad.

• Staff will only use the setting’s own iPad to take photographs to support the recording of activities or events and these will be deleted termly.

• Staff will use only the setting iPads to take photographs in or around the setting or when on outings.

•iPads are prohibited within the toilet/ nappy changing areas.

**Computer and internet use in the setting**

The computer system is owned by Branston Little Pickles Pre-School and has appropriate software to ensure safe internet use.

Branston Little Pickles reserves 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.

• Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.

• Use for gambling is forbidden.

• Copyright of materials must be respected.

• Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

**Rules for Responsible Internet Use**

**Staff, Students and Volunteers**

• All Internet activity will be monitored for appropriateness.

• Computers will be used only for agreed activity.

• Computer discs/pen drives will not be used without prior permission.

• Permission will be requested before using the internet.

•Other users’ files will not be accessed without their permission.

• 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.

• 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 setting’s disciplinary procedure.

**Children**

We will gain written consent for internet use (if applicable) from the parents and display the rules for safe internet use at all times.

• The setting will work with the parents to ensure they are aware of internet use.

• Children will use only age-appropriate software in the setting

• The appropriateness of accessing internet sites will be determined prior to use.

•The setting will apply parental controls to ensure children’s safety on the internet.

•All internet activity will be supervised and monitored by staff.

**Mobile phones**

• Staff may not carry or use their personal mobile phones whilst working in the setting.

• Setting telephone number should be given out to be used as an emergency contact for staff.

• Staff are allowed to use their mobile phones during breaks.

• Staff will not use any camera facility on their mobile during a session.

•Mobile phones are prohibited within the toilet/nappy changing areas.

•Staff mobile phones are stored in the staff room.

**Social Networking sites**

• Staff are not permitted to post anything about the children attending the setting, past or present, their families or any other member of staff.

• Staff are not permitted to post any photographs from the setting or any photographs that identify the setting, 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 setting 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 Whistleblowing policy.

• For more information, please refer to the Social Networking policy.

This policy has been adopted by Branston Little Pickles Pre School

Signed on behalf of the setting by:

Holly Murphy (Chairperson) Date: …… February 2023…………………………….

Jodie Cook (Manager) Review Date: February 2024