



## **E-SAFETY & ICT ACCEPTABLE USE POLICY**

The purpose of this policy is to operate in conjunction with the Safeguarding policies, to ensure safety and welfare of children relating to the acceptable use of all ICT in the whole Nursery environment.

### **RATIONALE**

New technologies have become integral to the lives of children and their families in today's society. The Internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. They can also significantly improve productivity in any workplace, and particularly in education environments of all types.

Children and young people should be educated in the safe use of ICT and Internet to ensure they are kept safe throughout their childhood, but also develop capability and understanding of technology and Internet to thrive in later life as they learn and grow in a modern era of digitalisation. The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in child-care settings are bound.

### **KEY INITIATIVES**

- Safeguard children against exposure to any harmful or offensive **content**, or from being the subject of inappropriate **contact** via the Internet or ICT
- Teach children and families of appropriate online and digital **conduct**, to decrease risk of harm through the use of technology
- Assess and manage risks involved with the application of ICT in the setting, monitoring effectiveness of risk assessment and consequent e-Safety strategies
- Develop a consistent approach to E-Safety across all areas of nursery life, developing capability around ICT in Early Years
- Educate staff and parents about the key risks involved in Internet use and/or digital technologies for children
- Develop an e-Safety curriculum to educate children about the safe and appropriate use of the Internet and ICT for learning
- Identify training procedures for all staff to support the successful application of e-Safety measures throughout all areas of learning and nursery operations
- Provide staff guidance on the acceptable use of ICT and the Internet as a tool to support effective learning and development
- Outline consequences for any breach in company policy relating to e-Safety in accordance with our Staff Code of Conduct

### **ROLES AND RESPONSIBILITIES**

The following section outlines the responsibilities of each adult/parent/carer in the nursery setting with relation to e-Safety.

#### **Nursery Manager/Safeguarding Officer**

- Oversee the general use of ICT in the nursery setting to ensure safety of children and staff at all times
- Liaise with the ICT coordinator to ensure policies and procedures relevant to e-Safety and acceptable use of technology and Internet are regularly addressed and reviewed
- Monitor and maintain an e-safety incident log to document any incidents



### ICT Coordinator

- Takes responsibility for e-Safety strategies, and has a leading role in reviewing the e-Safety policy and risk assessment
- Ensures that all staff are aware of the policies and procedures that need to be followed in the event of an e-Safety incident
- Maintain computer technology and Internet in the setting to ensure safe use at all times
- Provide training and advice for staff on how to deliver safe and responsible digital learning
- Liaise with local authority/relevant bodies to stay up to date with current ICT initiatives

**The designated ICT Coordinator(s) for Monkey Puzzle Aylesbury is Deven Darji**

### Nursery Staff

- Promote e-Safety across all areas of learning, delivering specific digital activities for children to learn about keeping safe whilst exploring the digital world
- Use ICT and the Internet only for the purpose of operational effectiveness and EYFS delivery in the setting
- Take responsibility of understanding the e-Safety and Acceptable Use policies and their functions relating to the Safeguarding and Welfare of children
- Report any unacceptable use of ICT in the nursery to the Nursery Manager and ICT Coordinator

### Parents

- Support the education of e-Safety outside of the nursery to ensure appropriate use of the Internet and ICT throughout all learning
- Take an active role in promoting healthy use of ICT, in balance with other areas of learning and development

## **TRAINING AND EDUCATION**

With new technologies come new experiences and also new risks. From this there develops a new culture of responsibility for adults in relation to children and young people. How we plan and execute these responsibilities can be informed by taking a granular approach to the risk management competencies of children and young people at different ages and stages of development. Our responses and actions must be proportionate to the risks involved, the age and stage of the child and also their inherent abilities and vulnerabilities across biological, psychological, emotional and social domains. Also, we must have the confidence and ability to enable our children to learn and grow with us and to empower them to take ownership of their safe and responsible digital behaviour.

### For Staff

All members of staff will read the e-safety policy – It is a joint responsibility to ensure staff members understand the acceptable use of ICT in education and:

- Risks involved with using the Internet in education
- Procedures to follow in the event of an e-Safety incident
- Effective use of ICT for the purpose of learning and development for children
- Acceptable use of ICT in conjunction with the Acceptable Use Policy
- Staff should act as good role models in their use of digital technologies, the Internet and personal/mobile devices

### For Children

Young children should learn to be confident to take ownership of their own online safety and be supported to do so in environments that encourage and promote safe behaviour and provide user-friendly safety information and tools

- Provide an age appropriate e-Safety curriculum in order to teach children the risks involved with the Internet and ICT



- Provide safe opportunities for children to explore ICT in the setting as a tool for learning and exploring the world around them
- Key e-Safety messages should be reinforced as part of a plan to educate children to make appropriate decisions when using ICT for learning

#### For Parents

The generational divide between parents and children when it comes to new technology often means that adults are less clear about their role in enabling children to manage the 'virtual world' and online risks in the same way that they manage risks inherent in the offline world. It is important to:

- Promote the importance of E-Safety to parents to help them keep their children safe in the home environment
- Provide support to parents with how to recognise the risks involved in use of ICT and Internet

#### **CAMERAS AND RECORDING DEVICES**

Throughout the nursery, staff members and children are encouraged to take photographs and record videos for a variety of purposes such as:

- To record children's development and learning
- To celebrate children's achievements
- To capture activities/information to share with parents
- To record events and activities
- To use for display purposes across the nursery

In addition, photographs and videos may from time to time also be used for promotional material which includes our website and brochures and to use in the local press. In order to safeguard children, for confidentiality reasons and to ensure that photographs and videos are used only for the purposes intended and with the full and informed consent of parents, the following policy and procedure will be used for the taking, use and storage of photographs and videos of children:

- Written parental consent will be obtained to take photographs/videos of children. This is obtained in the Welcome Pack when each child is registered. Parents will, of course, have the right to refuse permission
- Staff members, parents and visitors are not permitted to take photographs or video children for their personal use
- Staff members and visitors are not permitted to use cameras or video recorders in the nursery
- Staff member's mobile phones will be stored in a secure place whilst they are in work; according to the nursery mobile phone risk assessment
- Photographs and videos of children will only be taken on equipment supplied by the nursery
- Where photos/videos are captured on devices supplied by the nursery, staff are absolutely prohibited from attempting to share any photos/videos or personal information with external sources/devices via email, Internet or any other data storage formats
- Placement students capturing photos for evidence of work must gain permission from the Nursery Manager before using any photos or videos. The student must obtain specific permission from parents to use photos of children for educational works
- Photographs and videos of children will not be taken away from the nursery
- Cameras/recording devices and memory cards that may contain images/videos of children will be locked away when not in use and removed as soon as no longer in use
- Parents are not allowed to use any recording devices or cameras in the nursery without the prior consent of the nursery owner or Manager



- Parents will be informed that photographs and videos may be taken by parents and relatives at nursery events such as plays and performances and have the option of withdrawing their child if they wish
- During special events e.g. Christmas/parties etc., staff may produce group photographs to distribute to parents on request. In this case, individual permission will be sought from each parent prior to the event. This will ensure that all photographs are taken in accordance with parental choice

## **iPADS & TABLETS**

iPads/tablets are a fantastic resource in the nursery setting, increasing productivity and providing endless possibilities for educational effectiveness for children and practitioners. iPads are used for the effective delivery of the EYFS educational curriculum, and for capturing care information about the children. The use of iPads/tablets significantly reduces bureaucracy and increases productivity across all areas of nursery operations, which is a huge benefit in providing more quality time for practitioners to interact with and observe children's learning.

- iPads/tablets are only to be used for delivery of the EYFS curriculum, completing observations/assessments and/or daily reporting, unless otherwise discussed with the ICT coordinator and Nursery Manager
- It is strictly prohibited to attempt to use nursery iPads/tablets for personal use, particularly social networking sites or email
- Nursery iPads/tablets must not leave the premises under any circumstances
- Any iPads/tablets owned by staff must be locked away whilst at work, just as a mobile phone or other recording device would be
- It is also strictly prohibited to attempt to share any personal information, photos or videos via the Internet to a personal device, email or cloud account
- Wifi will be enabled on the iPads/tablets to allow access to Learning Journals EYFS website for observations
- The Nursery Manager or ICT Coordinator must approve any other educational websites or learning resources accessed via an iPad/tablet before use in the setting
- Any media content being played in the nursery must meet the approval of the Nursery Manager before being exposed to the children or parents in the setting
- No system settings are to be adjusted on any iPad/tablet device without the permission of the ICT coordinator
- Staff members are strictly prohibited from downloading any apps or online content to any device without permission of the ICT coordinator
- Any content being streamed from an iPad/tablet device must be vetted and approved by the Nursery Manager before use in the nursery

## **INTERNET AND SOCIAL MEDIA**

Technology offers extraordinary opportunities for all of society including children and young people. The Internet allows for global exploration, which can also bring risks. When it comes to the Internet, the correlation between benefits and potential risks means that we need to take a sophisticated and a proportionate approach. This will ensure that this allows for an acceptable use of technology and Internet in the nursery.

When using social media and the Internet, the nursery will apply the same rules that would apply to the actions of employees in general; therefore, this draws no distinction between the conduct online and conduct offline. The nursery will take a view about staff actions in respect of social media and the Internet, either inside or outside of work that affect employee's work performance, the performance of others or the interests of the nursery/brand.

## **Rights and Responsibilities**

When using social networking sites and the Internet staff should ensure that this does not damage the reputation of the nursery or yourself, whether this is carried out during work time or privately. Staff are personally responsible for



the content they publish on social media sites and the Internet and must be mindful that this information will be in the public domain. Employees must have regard to the fact that they will be responsible for any commentary or media, which is deemed to be a breach of copyright, defamatory, libellous or obscene.

### **Transparency**

It is recognised that the line between professional and personal business can sometimes be blurred. It is important that individuals are thoughtful about the content and potential audiences for anything contributed to a social media site or the Internet. It is vital that employees should be honest about their identity and, where appropriate, be clear that any views shared are the employee's as an individual and not necessarily the views of the nursery. The use of social media on behalf of the nursery should only be used in a way that will add value to the nursery, and accordingly all employees have a duty to present accurate information and ensure that other staff and parents are not misled. Any member of staff contacted by the published media or radio or television about a post they have made on a social networking site should inform the nursery immediately.

### **Monitoring**

While the nursery does not monitor employees through social networking sites or the Internet, if there were concerns with regard to the activities of a member of staff or an investigation was taking place, then the nursery would consider accessing social media sites. This covers both private and professional use of social media.

### **Legal Issues**

All employees of the nursery should take the following into consideration when using social media:

- Be aware of the nursery policy and guidelines for using social media whether this is for personal use or as part of the working role
- Be familiar with the legal areas outlined below before writing about colleagues or sharing information about the nursery
- Ensure that posted material does not disclose privileged or confidential information
- Remember that defamation is the act of making a statement about a person (or an institution) that is considered to harm their reputation. Where such a defamatory statement is written down (either in print or online) this is referred to as libel

Action can also be taken against anyone repeating libellous information from another source so careful checks are needed before quoting statements from other social network sites or the Internet.

The nursery respects the legal rights of employees with regard to the use of social networking and the Internet. In general, what an employee does in their own time is their affair and the nursery recognises that some staff may wish to publish private material on the Internet including, but not limited to, social networking websites. Any activities, however, in or outside of work involving the Internet are prohibited by this policy if they affect or could affect the nursery's reputation or service delivery interests, job performance (of the member of staff concerned or others) in a negative way in the reasonable opinion of the manager.

Employees may face disciplinary action if they harass, intimidate or demean other employees in the nursery on a social networking site. Employees must make every effort to ensure that any remarks on a social media website are credible and accurate with a disclaimer that the views are those of the member of staff and not of the employer. It is likely that to share confidential or private information about the nursery or its employees on a social media site or the Internet will result in a disciplinary investigation.

### **ACCEPTABLE USE OF INTERNET IN THE SETTING**

The Internet is a valuable resource for operational productivity, efficient file sharing, EYFS delivery and educational



resources. It is the staff member's responsibility that they understand the safe and acceptable use of the Internet in the nursery setting.

- The use of Internet in the setting is only permitted to support the learning and development of the children, or for approved file sharing between nursery devices
- **Staff members are strictly prohibited from attempting to use the Internet for personal reasons, or to share any personal information, photos or videos of children to any other external sources, either via cloud storage, email or other Internet enabled platforms**
- The Nursery Manager must approve any use of Internet sites for learning resources or content on music streaming sites before being exposed to any children or parents
- The use of any social networking sites such as Facebook, is strictly prohibited whilst working within the nursery on ICT equipment and personal devices
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any negative impact on the nursery's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times, although this is not recommended
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal

## EMAIL

Email will be used in the nursery for the purpose of communicating with parents and staff. Staff should consider the following when using email in the nursery:

- Staff are strictly prohibited from using email on any iPad/tablet in the nursery
- If using the nursery email account staff must ensure they take appropriate measures to protect personal information of children and their families in line with the data protection policy
- Staff are strictly prohibited from accessing their personal email accounts on nursery devices in the nursery, unless supervised by the Nursery Manager

## USING THE NURSERY COMPUTERS

Staff members using any computer in the Nursery should adhere to the following rules:

- Staff are only to use the computers in the Nursery for work related tasks, unless permission is otherwise granted by the Nursery Manager
- System Settings are not to be changed by any members of staff
- Nursery computers are to be locked away when not being used, and must not leave the nursery
- Staff are strictly prohibited to use any nursery computers in breach of the acceptable use of Internet outlined in the above section of this policy
- No data, photos or videos are to be transferred to any other external storage device by staff, unless approved by the Nursery Manager

## DATA PROTECTION & STORAGE

With a technologically advanced nursery it is at the height of importance to ensure that data protection risks are identified and appropriate measures are put in place to ensure lawful and appropriate use of confidential information and materials at all times.

All personal data will be recorded, processed, transferred and made available according to the Data Protection Act



1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection

### **Nursery Management Suites**

Personal Data will be stored on a nursery management suite, which uses dedicated secure servers to store information on the database. All the information is encrypted to ensure absolute safety and security of information. None of the information is stored locally on any nursery computers or devices. Staff should consider the following when using their nursery management suite:

- This suite contains confidential information about the children and their families, including names, addresses, medical info and customer accounts
- Data is not to be transferred to any personal external storage device without the consent of the Nursery Manager
- Personal information relating to a child, parent or staff member must never be shared via the Internet
- Only devices approved by the ICT Coordinator can be used to access the nursery management suite server

### **Learning Book**

Learning Journals may be stored using an online EYFS tool, which enables practitioners and managers to capture, assess and track learning and development for the children in the nursery. It uses secure servers to store personal information, including photos and videos and can be accessed by parents also. Staff must be aware of the following when using Learning Journals:

- Learning Journals contains confidential information about the children and their families, including photos and videos of the children, and some personal information
- Staff should only login to Learning Journals using their own password and pin code, unless authorised otherwise by the Nursery Manager and/or ICT Coordinator
- Staff should not share their personal login information with others
- Staff are strictly prohibited from using Learning Journals on any personal devices
- The safe and appropriate use of Learning Journals will be regularly monitored, including time logged in and IP Address
- Media or data is not to be transferred to any personal external storage device or shared via the Internet without the consent of the Nursery Manager

For more information on Learning Journals security please see supporting e-safety risk assessment and technical specification document.

### **Cloud Storage**

Cloud storage solutions are becoming more commonly used with computing technology. They enable easy sharing of information between devices, which can increase productivity and efficiency in any workplace. Staff should consider the following when using any cloud storage platforms in the nursery:

- iCloud is used to automatically share photos and videos between all nursery devices. This means photos taken on iPads will be available on other iPads or computers
- Dropbox is used to transfer files, which may contain confidential information about children and their



families

- Staff are strictly prohibited from attempting to use their own cloud storage/sharing accounts on any iPads or other nursery devices
- Staff are strictly prohibited from attempting to link the nursery cloud storage systems to their own personal devices
- Staff are strictly prohibited from attempting to link any nursery devices to their own personal cloud storage accounts

For more information on Cloud security please see supporting e-safety risk assessment and technical specification document.

#### **E-SAFETY INCIDENT REPORTING PROCEDURE**

In the event of any breach of this policy, incidents should be reported to the Nursery Manager immediately. The incident should then be reported to both the ICT Coordinator and the designated safeguarding officer to ensure the incident is dealt with in an informed and fair manner.

Any breach of the policies and procedures in this document will be logged as allegations against staff members and dealt with accordingly. Should the incident in question be deemed as a safeguarding breach then this will be considered gross misconduct and members of staff may be dismissed.