

ICT Policy

Toy Box Nursery provides the use of digital cameras, ipads, computers and internet facilities, for use by the staff and children. The digital cameras and ipads allow staff and children to record activities going on in the setting. The computers provide opportunities to enhance education by helping with activities, home work, providing information and for the planning of activities.

This policy sets out the use of this ICT.

Digital Cameras

- 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 and ipads to take any photographs and these must be downloaded or deleted at the end of each session.
- Staff may not use any other digital device to take photographs in the setting.

Computer use in the setting

The computer system is owned by Toy Box Nursery has appropriate software to ensure safe use.

Toy Box 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.
- 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 should be deemed appropriate.
- Other user's files will not be accessed without their permission.
- Computers will be used only for agreed reasons.
- Computer discs/pen drives will not be used without prior permission.
- Permission will be requested before using the internet.
- E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Social networking sites should not be accessed via work computers or during work hours.

- Computer files may be checked and the internet sites visited may be monitored.
- All staff must adhere to the above. Any breach of these could result in disciplinary procedures and may result in the termination of their contract.

Children

- 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
- All internet activity should be deemed appropriate.
- 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.
- Arrangements to meet others will not be made via the internet unless a parent, carer or play worker has given permission.
- Any inappropriate materials sent to the computer must be reported to the manager.
- The internet sites visited will be monitored.
- We will gain written consent for internet use from the parents and display the rules for safe internet use at all times.

Mobile phones

- Staff may not carry or use their personal mobile phones whilst working in the setting. Mobile phone should be turned off or on silent and be kept in the staff lockers or office.
- The setting telephone numbers should be given out to be used as an emergency contact for staff.
- Staff are allowed to use their mobile phones during breaks but only in the reception area or office. Mobile phones may not be taken into the nursery rooms.
- Staff may not use any camera facility on their mobile phone at any time within the nursery.

Social Networking sites

- Staff should at no times post anything regarding children, their parents/families or other staff at the setting.
- No photographs from the setting may be used, or ones which identify the setting or children from the setting.
- No photographs of other members of staff should be used without their consent.

- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees will be subject to disciplinary proceedings.
- Staff should maintain professionalism whilst using social networking sites.
- Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate, should make their manager/owner aware.
- For more information please use Social Networking policy.

This policy has been adopted by Toy Box Nursery Limited

Signed on behalf of the setting by:

..... Owner

..... Manager

Date:

Review Date: