



## ICT Policy

Riverside Playgroup provides the use of digital cameras, computers 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, home work, providing information and for the planning of activities.

This policy sets out the use of this ICT.

### Digital Cameras

- Consent for photographs is obtained from Parent/Carer on admission as part of the registration process, including the use in promotional material, on our website and on Facebook.
- 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 not use any other digital device to take photographs in the setting.
- Cameras are prohibited within the toilet/nappy changing areas.
- Where it is not possible to download or delete photographs on the same day, the memory card will be securely stored until the next day.

### Computer and internet use in the setting

The computer system is owned by Riverside Playgroup and has appropriate software to ensure safe internet use. Riverside Playgroup 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 system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

### Rules for Responsible Internet Use

#### Staff, Students and Volunteers

- Permission will be requested before using the internet.



- All Internet activity will be monitored for appropriateness.
- 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.
- Any inappropriate materials sent to the computer must be reported to the manager.
- 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, unless to update the Playgroups own Facebook pages.
- 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.

### **Children**

- We will gain written consent for internet use 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
- 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.
- The internet sites visited will be monitored.

### **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 may not use any camera facility on their mobile during a session.

### **Social Networking sites**

- Staff are not permitted to post anything on their personal Facebook account 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 settings 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 Whistle blowing policy.
- A Facebook group is available for all parents and carers of children attending Riverside Playgroup to join. This is a closed private group that only members can see. For more information please refer to the Social networking policy.
- A separate open Facebook page is also available for anyone to join. This page will be used by Riverside to promote the playgroup.

This policy has been adopted by Riverside Playgroup

Date policy adopted: 15/11/2010

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