

IT & Acceptable Use of Technologies



Policy statement

This policy serves to provide a template for the use of technologies within Rudgwick Pre-School that all members of staff, students and volunteers will adhere to for the safe and acceptable use of technologies. This demonstrates compliance with the new child protection requirements in the Revised Early Years Foundation Stage 2017.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Characteristics of Effective Learning

Playing and Exploring	Active Learning	Creating and Thinking
Engagement	Motivation	Critically - Thinking

Commitment

Every effort will be made to ensure that technologies are used in a responsible way, so that there is no risk to the safety or security of the children and adults or to the safety, reputation or sustainability of Rudgwick Pre-school. This applies to the use of technologies on the registered premises of this setting and in any locations in connection with the running of the Pre-school. It applies to technologies owned by the setting and those owned by others.

Currently Rudgwick Pre-School has a laptop with internet access within the setting, which is restricted to adult use only and a portable hard drive that are used by committee members for the work of the Pre-School. Also each staff member has a work tablet for observations/photos/videos etc (Tapestry), these all have internet access and are taken home by staff daily or kept overnight locked in a safe cupboard.

[The term 'technologies' refers to computers/laptops, smartphones, any other device with internet access, memory sticks, cameras and equipment that store personal information, databases, electronic records and contact details.]

Purpose

The purpose of having a statement and agreement for the Acceptable Use of Technologies is to try to ensure that:

- Everyone works to ensure that the children at Rudgwick Pre-School are cared for and kept as safe as possible;
- All adults are responsible users who are pro-active about their own safety; and

- The setting's ICT technologies and users are protected from accidental or deliberate misuse which could put Rudgwick Pre-School and its users at risk

Inappropriate Use

All adults will model safe use of technologies. They will not engage in any online activity or electronic communication that may compromise their professional responsibilities, the reputation of Rudgwick Pre-school or the safety and well-being of the children and staff.

Misuse of the Charity's computer may result in disciplinary action up to and including summary dismissal.

Procedures

- All staff, regular volunteers and students are required to read and sign the Pre-School's 'Acceptable Use of Technologies' Agreement during their induction into the setting. This signed agreement is retained by the Manager and the signing adult. Misuse of technology by staff may result in disciplinary action up to and including summary dismissal.
- All adults will ensure that all data [including business documents and files] are regularly backed up.
- All adults will not engage in any on-line activity that may compromise their professional responsibilities or compromise the reputation of the setting or the safety and well-being of the children or staff.
- All adults will ensure that the personal data for any child or family is kept private and confidential, except when we are required by law or by the setting's policy to disclose it to an appropriate authority.
- All adults will only transport, hold, disclose or share personal information about themselves or others, in ways agreed by the setting and will not send personal information by email as this is not secure.
- All adults will not send the personal data electronically if reasonable security cannot be guaranteed.
- All adults will ensure that there are suitable filtering and security systems in place and that they are not bypassed.
- All adults will ensure that photos of children cared for by the setting are taken for a purpose either on the setting's camera or pre-school tablets. All photos taken must be used and stored appropriately and then deleted from all sources including 'trash'.
- All adults are required [including visitors and professionals] to submit their mobile phones and portable technology to be stored and used in conjunction with our 'Use of Mobile Phone and Camera Policy', also our visitors guidelines which are read when signing in and our staff induction programme. Parents may be asked to refrain from using their phones within the setting.
- All adults will communicate online in a professional manner and tone [this includes communication by text message] and will not use aggressive or inappropriate language nor compromise either the provider's position or the reputation of the setting; with an awareness that all communication can be forwarded onto the provider.
- Staff members are recommended to keep a professional relationship with parents and Management and shouldn't befriend them on chat or social networking sites.
- All adults will only take images of children and staff members where it relates to agreed learning and management activities and will ensure that parent/staff permission is obtained before the images are taken.
- All adults will ensure that, where images are published online or the media staff/parent permission is obtained and that these published images [including displays, newsletters, website and prospectus] will not hold any possibility for the identity of any child featured to be identified by name or to find any other personal information about them.
- All adults will ensure that technology equipment is not used to upload, download or access any materials which are illegal and covered by the Obscene Publications Act; or are inappropriate or may cause harm or distress to others.

- All adults will ensure they will only install approved and owned content onto the settings computer/laptops and will not alter laptop or computer settings or open up pop up's or attachments from untrusted sources within the premises of Rudgwick Pre-School.
- Visiting photographers are booked by reputation by the Supervisor. All parents are made fully aware of the photographer's visit and have the right to request their child is not photographed. The photos remain protected by the photographer within the agreement of their profession.

Related Policies

Social Networking Policy

Data Protection Policy

Mobile Phone & Camera Policy

Legal Framework

Children Act (1989 s47)

Protection of Children Act (1999)

Data Protection Act (1998)

GDPR (2018)

The Children Act (2004)

Safeguarding Vulnerable Groups Act (2006)

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Ofsted Whistle Blowing (2014)

Information Sharing (2015)

Working to Safeguard Children (2015)

Childcare Bill (2015)

Ofsted Safeguarding Inspection Guidance (2015)

Further guidance

Early Years Foundation Stage Statutory Requirements (2014)

This policy was adopted at a meeting of Rudgwick Pre-school

Held on 16th November 2023

Date to be reviewed 16th November 2025

Signed on behalf of the management committee *William Baldwin*

Name of signatory William Baldwin

Role of signatory Chairperson