



## 1f. Computer, Email, Internet, Mobile Phone, Social Networking Use

EYFS: 3.4

At Abbeydale Cottage Nursery we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones during working hours. We use mobile phones/iPad/iPod supplied by the nursery to provide a means of contact in certain circumstances, such as outings, and to aid each child's learning journey.

**We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children.** Children must always be protected from exposure to inappropriate content displayed on screens. We ask parents and visitors to respect and adhere to our policy.

### **Staff must adhere to the following:**

- Mobile phones are either turned off or on silent and not accessed during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should always be stored safely in staff lockers or behind reception during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery wherever possible. **Photographs must not be taken of the children on any personal phones.**
- **Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way**
- **Staff must not post anything on to social networking sites that could 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 this relationship must always remain professional**
- If any of the above points are not followed then the member of staff involved will **face disciplinary action, which could result in dismissal.**



### **Parents' and visitors' use of mobile phones and social networking**

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children unless under the supervision of a member of staff.

We promote the safety and welfare of all staff and children and therefore **ask parents and visitors not to post publically or privately information about any child on social media sites such as Facebook and Twitter**. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parent's policy, complaints procedures and grievance policy)'. ←

Formatted: Justified

### **Use of Computers/Tablets**

If you use the internet in a way that violates the law or our policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this internet policy:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organisation's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorisation
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organisation
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorised transactions that may incur a cost to the organisation or initiate unwanted internet services and transmissions



- [Sending or posting messages or material that could damage the organisation's image or reputation](#)
- [Participating in the viewing or exchange of pornography or obscene materials](#)
- [Sending or posting messages that defame or slander other individuals](#)
- [Attempting to break into the computer system of another organisation or person](#)
- [Refusing to cooperate with a security investigation](#)
- [Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities](#)
- [Using the internet for political causes or activities, religious activities, or any sort of gambling](#)
- [Jeopardising the security of the organisation's electronic communications systems](#)
- [Passing off personal views as representing those of the organisation](#)
- [Sending anonymous email messages](#)
- [Engaging in any other illegal activities](#)

## **E-Safety**

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.

It is important for children to learn to be e-safe from an early age and the nursery can

play a vital part in starting this process.

In line with other nursery policies that protect pupils from other dangers, there is a

requirement to provide pupils with as safe an internet environment as possible and a

need to begin to teach them to be aware of and respond responsibly to possible risks.

The E-Safety Policy is built on the following care principles:

- Guided educational use

Internet use should be carefully, planned and targeted within a regulated and managed environment.

- Risk assessment

We have a duty to ensure children in the nursery are not exposed to inappropriate information or materials. We also need to ensure that children



know how to ask for help if they come across material that makes them feel uncomfortable.

- Responsibility

Internet safety in the nursery depends on staff, parents, carers and visitors taking responsibility for the use of internet and other communication technologies such as mobile phones. It is the nursery's responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

### Who is responsible?

Jodi Curphey will ensure that the appropriate filters are applied to the PCs in the nursery and review the sites accessed.

The Designated Safeguarding Lead is responsible for any issues regarding safeguarding and child protection in relation to technology and digital media.

Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff or by children complies with copyright law.

The point of contact on the website should be the nursery address, nursery e-mail and telephone number.

### Recording of Incidents or Breaches of Policy

Incidents will be recorded in the personnel book and management will investigate, report and propose a suitable solution within 5 days of any issue coming to light.

Breaches will be dealt with under Disciplinary Procedure or criminal law where appropriate.

### Handling Complaints

Any complaints about the appropriate use of the internet or other technologies will be handled through the complaints procedure.

This policy was adopted on	Signed on behalf of the nursery	Date for review
September 2015		Annually

Formatted Table

Deleted: ¶

... [1]



