

INTERNET AND ICT POLICY

Policy Statement

Longwick Pre-school takes steps to ensure there are effective procedures in place to protect children, young people and vulnerable adults as well as staff, committee members and parents from the unacceptable use of ICT (Information Communication Technology) equipment, or social networking or social media use.

Procedures ICT Equipment

- Only ICT equipment belonging to Longwick Pre-school is used by staff and children in the setting.
- The pre-school laptop has virus protection installed. This is used by the Business Manager at their home address as they operate in a home-based working position.
- The pre-school laptop is backed up each Friday to an external hard drive and has a Cloud to back up files as well each day, automatically.
- The Pre-school Manager's laptop has virus protection installed and is used in the setting and is used at her home address too during the holidays and of an evening. This is used mainly to access emails and the setting register for new enquiries received etc.
- The pre-school iPad is used by the children and is located in an area visible to staff.
- Each staff member uses an Amazon Fire Tablet (there are 6x in total) to access our nursery management software, called Famly. The staff use Famly to take photographs of the children in the setting, track their key child's development, report accidents, post to parents and share their progress on the feed. The fire tablets are kept in the setting within the locked cupboard when not in use. They are all pin password protected at the point of accessing the fire tablet as well as having a pin password protection on the Famly app. These are both changed each term and the Business Manager keeps a record of all passwords securely which is password protected.
- Children are not permitted to bring in personal ICT equipment, including mobile phones. If a child is found with any devices, these will be removed and stored in the office until the parent/carer collects the child at the end of session.
- Equipment belonging to Longwick Pre-school must not be used to access any websites containing adult content, neither should personal equipment containing this content, or links to them, be brought into the pre-school.

Internet Access


- Whilst there is internet access within the pre-school, children are unable to access the internet via devices that they have unsupervised access to.
- The Pre-school Manager's laptop computer is used on the premises by staff only.
- Staff members, as well as Committee members, will be using a range of technology resources to manage their roles as professionals at home. To do this they will most likely be using the internet to research and communicate professionally. They may also participate in professional forums, or manage administrative tasks. In all these areas, it needs to be remembered that the same professional standards are expected as those expected in the work place. As do the same confidentiality rules and standard of professionalism and working practice.

E-mail

- Children do not have access to e-mail.
- Staff do not access personal or work email whilst supervising children on the pre-school iPad.
- Any personal information relating to children or their families that is forwarded to outside agencies by email is sent in a password protected document.
- Staff are not to use personal email addresses to contact families or service users. Any communication via email with families or service users should be done via the pre-school's Business Manager using the longwickpreschool@gmail.com address.
- Staff do all have their own work email addresses ending in '@longwickpreschool.co.uk' as this was a requirement in order to set up the Family app. These email accounts are also used to communicate work information such as training course confirmations etc mainly between the Business Manager and Practitioners. Staff do not use these accounts to correspond with parents/families.

Information and Records

Providers must ensure that all staff understand the need to protect privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

<i>Date Policy Implemented</i>	<i>October 2017</i>
<i>Signed</i>	
<i>Name and Role</i>	<i>Alex Barter, Committee Management Chair</i>
<i>Date of Last Review</i>	<i>November 2023</i>
<i>Date of Next Review</i>	<i>November 2024</i>