

Computer Use, Internet & Social Networking Sites Policy

The purpose of this policy is to ensure that staff, parents and committee members involved in Chieveley Pre-School (CPS) understand the way in which the Internet is to be used in relation to CPS. The policy aims to ensure that the internet and computers used by parents and staff are used effectively for their intended purpose.

Parents, Committee and Staff shall:

- ensure that only Information Communication Technology (ICT) equipment/devices belonging to CPS are used by staff and children during preschool time and out of hours unless using a device that has the following measures applied to it; PIN code of 4 digits or more, finger print scan or facial recognition.
- staff are permitted to access CPS O365 Outlook Email and Teams only on any personal electronic device (e.g. smart phone) It is the responsibility of the CPS employee to ensure this electronic device has adequate protection to prevent accidental data loss or theft to meet the requirements of the GDPR 2018. One of the following measures will need to be applied to the device; PIN code of 4 digits or more, finger print scan or facial recognition.
- CPS staff are responsible for ensuring O365 Outlook Email and Teams are removed from their personal electronic device and the device is factory reset before selling or passing on the device to another person.
- committee are permitted to use their own ICT equipment if not provided with a CPS device for planning and for the purposes of running the pre-school. All data in relation to committee responsibilities should only be stored and accessed in O365 cloud storage (OneDrive or Teams). Committee members should never download or store CPS electronic files containing personal or sensitive data on their own electronic devices.
- staff access to data in relation to their role and responsibilities at CPS should only be stored and accessed in O365 cloud storage (OneDrive or Teams) and accessed through the tablet device provided. Staff members should never download or store CPS electronic files containing personal or sensitive data on their own electronic devices (e.g. personal laptops/desktop computers, mobile phones or tablets).
- not post indecent, demeaning or disruptive remarks, pictures, proposals or materials on the internet regarding all aspects of CPS. Any complaints should follow the Making a Complaint policy
- not represent personal opinions as those of CPS

Chieveley Pre-School

Chieveley Early Years Centre, School Road

Chieveley, West Berkshire RG20 8TY

Tel: 07511 098 720

E-mail info@chieveleypreschool.co.uk

Website www.chieveleypreschool.co.uk

Registered Charity No.1048094. PLA No.15843.



- not copy, share, forward or display any material whether internal or external that is obscene, or defamatory or which is intended or likely to harass or intimidate another person
- not publish or distribute any personal/sensitive information about families attending CPS unless via a secure share link or password protected for use by the Committee and Staff
- use the internet for relevant research and planning appropriate to CPS activities and comply with copyright laws and intellectual property rights
- be aware that if their conduct or actions are illegal, the user may become personally liable in some circumstances

The CPS Pre-School Manager ensures:

- all ICT equipment in pre-school is safe, fit for purpose and have virus protection installed
- that safety settings applied by Chieveley Primary School broadband filtering ensures that inappropriate material cannot be accessed
- ensure all Windows laptops handling CPS information have encryption applied to the internal hard drive. Individual user accounts and passwords used to log in to the laptops should meet the requirements set out by the National Cyber Security Centre
- ensure that all tablet devices have a PIN code to prevent against data loss

Internet access

- Children do not normally have access to the internet, and never have unsupervised access.
- CPS do offer children use of laptops and electronic devices which are not normally connected to the internet, such as Leap pads.
- If staff access the internet with children for the purposes of promoting their learning, written permission is gained from parents and risk assessments in relation to online safety would be completed, to ensure children are safeguarded.
- The staff will seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.
- All computers for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk

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- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is **reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk**
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help (see Contacts below)

Email

- Children are not permitted to use email in the setting. Parents and staff are not normally permitted to use setting equipment to access personal emails.
- Staff do not access personal or work email whilst supervising children – unless undertaking PPA (Personal Planning and Assessment) time.
- If sending an email or attachment containing personal, sensitive data in relation to a child, parent/legal guardian, CPS employee, or CPS committee member O365 Outlook encryption must be applied. If the external agency cannot accept O365 Outlook encryption another means of encryption must be used e.g. Egress Switch
- be responsible for the emails they send and for contacts made. Emails should be written carefully and politely. Emails are best regarded as public property as they can be forwarded to un-intended readers. Content of emails and staff O365 Outlook accounts will need to be supplied in accordance with Subject Access Requests received to comply with the GDPR 2018

Electronic learning journals for recording children's progress

- Staff use the online system called Tapestry to record their key children's learning journey. Please see Tapestry policy for details.
- Staff adhere to the guidance provided with the Tapestry system at all times.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy is followed, in relation to allegations against staff and/or responding to suspicions of abuse.
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

Social media (including but not limited to Facebook, Twitter, chatrooms, blogging)

At CPS we operate a 'closed' Facebook page for current parents/legal guardians to see their children engaged in activities and any events. This may include photographs of the children

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(without name tags). Viewership will be removed at the end of each academic year, if the child no longer attends CPS. Parents can give consent or refuse in the Registration form permissions for posting photographs of their child on the closed Facebook page.

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users or “friendship requests” from children and current parents due to it being a breach of expected professional conduct. Staff will politely decline such request.
- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and agreement in relation to boundaries is agreed.
- It is understood that some staff including bank relief staff are also parents of children at CPS; in this case they should use their discretion and conduct themselves in a professional manner and in accordance with the terms set out above.

Breaches of this policy will follow normal Disciplinary and Capability Procedure.

Those who post material which could be considered as inappropriate could render themselves to allegations of misconduct.

Useful Contacts:

NSPCC	0808 800 5000	www.nspcc.org.uk
Childline	0800 1111	www.childline.org.uk
Internet Watch Foundation		www.iwf.org.uk
National Crime Agency's Child Exploitation and Online Protection Centre		www.ceop.police.uk

Further guidance

- NSPCC and CEOP *Keeping Children Safe Online* training: www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/

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This policy was reviewed by the management and committee of Chieveley Pre-School and adopted during 2022-2023

Signed on behalf of Chieveley Pre-School by the chair.

Name (Sign):

Date: 05.09.22.

A handwritten signature in blue ink, appearing to be 'Nicola Charles', written over a horizontal line.

Name (Print): Nicola Charles

Date: 05.09.22.