



Chieveley Pre-School: Computer Use, Internet and Social Media Policy

Reviewed and updated in line with EYFS 2024, GDPR (UK) 2024, Online Safety guidance, and Early Years Alliance recommendations.

This policy ensures responsible use of technology and the internet by all members of Chieveley Pre-School.

1. Purpose

To ensure that all ICT and internet use at Chieveley Pre-School (CPS) is safe, appropriate, and supports the educational objectives of the setting while protecting personal and sensitive information.

2. Acceptable Use Guidelines

- Only CPS-owned devices or authorised secure personal devices are used for work.
- Devices must be secured using PIN, fingerprint, or facial recognition if used for CPS email or Teams access.
- 0365 Outlook and Teams must be removed from personal devices before disposal or transfer.
- Personal data must be accessed and stored only via OneDrive/Teams; not on personal devices.
- No defamatory, offensive, or harmful content may be shared or posted online relating to CPS.
- CPS data must only be shared via encrypted emails or secure links; not downloaded to personal systems.

3. Internet Access for Children

Children are not permitted unsupervised internet access. Internet-enabled learning activities are only conducted with parental consent and completed risk assessments. Online safety is integrated into curriculum discussions to build digital resilience.

4. Social Media Use

- A closed Facebook group is maintained for current parents with appropriate consent for photos.
- Staff must manage personal privacy settings and avoid accepting parent or family friend requests.



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- Staff must not post anything that could compromise CPS's integrity or breach confidentiality.
- Prior relationships with families must be declared and boundaries agreed with management.

5. Email and Tapestry

CPS staff use O365 email professionally and apply encryption when sharing sensitive data. Children do not use email. Learning records are maintained securely using the Tapestry system and comply with safeguarding policies.

6. Inappropriate Use and Reporting

Inappropriate images, grooming, harassment, or suspicious online behaviour must be reported to the DSL, Internet Watch Foundation, or CEOP as appropriate. Breaches of this policy will be managed under the Disciplinary and Capability Policy.

7. Review and Compliance

This policy will be reviewed annually or following significant changes in legislation or after any incident that highlights a need for policy revision. The Pre-School Manager and committee will approve all changes.

This notice was reviewed and adopted by the Chieveley Pre-School committee.

Signed Preschool Manager:

Date: 04/09/2025



Signed Preschool Chair:

Date: 13.08.25

