



## ICT and E-Safety Policy

This policy has been written to:

- Ensure the safety of our children in the 'digital world'
- Set out the key principles expected of all members of the nursery community with respect to the use of ICT-based technologies.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use intentional misuse of technology or privacy issues.

Current and emerging Internet and online technologies used in nursery and, more importantly in many cases, used outside of the setting for children in the early years include:

- The Internet – World Wide Web
- Web based voice and video calling (e.g., Skype/Facetime)
- Video broadcasting sites (e.g., You Tube)
- Mobile phones with camera and video functionality.
- I-Pads and the use of apps.

The main areas of risk for our nursery community can be summarised as follows:

### **Content - Contact - Conduct**

Exposure to inappropriate content, including online pornography, and ignoring age ratings in games (exposure to violence associated with often racist language)

Lifestyle websites, for example pro-anorexia/self-harm/suicide sites, hate sites, Content validation

### **Roles and Responsibilities:**

Promoting e-Safety is essential to safeguarding the children at Creative Stars. It requires all members of the community to be aware of and responsible for safe practices when using online technology.

### **Parents:**

When they access the nursery website and online platforms, they are expected to behave accordance with the Acceptable Use Agreement, and we encourage them to consult with the nursery if they have any concerns about their children's use of technology.

### **Images Online:**

Parents are expected to conduct themselves in a respectable manner online and when commenting on our Facebook Page. If a parent does not want images or video shared of their child, they must opt out upon registration OR let the nursery know as soon as there is a change. Please see our Safeguarding Policy for more details.

### **Communication:**

The policy will be communicated to staff/children/community in the following ways:



- Policy to be posted on the nursery website and introduced in staff induction é Policy to be part of nursery induction pack for new staff
- Acceptable use agreements discussed with parents.

## Downloading files and applications:

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

- Children are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member.
- Staff are advised to check suitability of software before downloading any programs not already installed on the system
- iPad applications and downloads are managed by the Health and Safety Manager.

## Portable storage media

Staff are allowed to use their own portable media storage (USB Keys etc). If use of such a device result in an anti-virus message they should remove the device and immediately report to the Health and Safety Manager.

**E-Safety for Children:** It is our responsibility to prepare children for their lives in the modern world, and ICT is an integral part of that world. We are committed to teaching children to use the ICT effectively and appropriately in all aspects of their education.

Access to the Internet is carefully controlled by staff. Children are always supervised by an adult when using the Internet, and computers and iPads are always visible by the supervising adult ensuring use is monitored.

**Teaching safe use of the Internet and ICT:** It is crucial to teach pupils how to use the Internet safely, both at nursery and at home.

## Use of The Internet and ICT Resources by Nursery Staff

### The Internet

Creative Stars Day Nursery celebrates the fact that the Internet is a valuable resource for staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other nurseries, and to engage in debate and discussion. We are committed to encouraging and supporting our staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning. To enable staff to make full use of these important resources, the Internet is available in the nursery to all staff for professional use.

### ICT Equipment and Resources

The nursery also offers staff access to appropriate ICT equipment and resources, including computers, iPads, interactive whiteboards, digital cameras, video camcorders, control and data logging equipment and a range of professional and curriculum software. ***Use of personal mobile phones for nursery business is strictly prohibited.***

### Professional use



Staff are expected to always use ICT and Internet appropriately, to model and promote the safe use of ICT and the Internet of our children both in the setting and at home. Staff must also consider inclusion and equalities issues when using ICT and the Internet so that all children in their care are able to access and use the resources.

## E-mail

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members are encouraged to set up a g-mail account and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups. Staffs are reminded that using this e-mail address means that they are representing the setting, and all communications must reflect this.

## Social Networking, online forums, online chat and messaging

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the setting, and appropriate professional standards should apply to all postings and messages. The nursery appreciates that many staff will use social networking sites and tools. However, staff are again reminded again that they are representing the nursery and should not divulge information and discuss matters regarding the nursery on these platforms.

**This policy was reviewed on: 26.06.24**

**Date of next review: 26.06.25**