

STAMPERS PRE-SCHOOL

ICT Policy - revised 23.7.17

Schools have an important role to play in equipping children and young people to stay safe online, both in school and outside. At Stampers, children online are always supervised by an adult, and we are protected by the Northumberland County Council filters. However, the world of 'online' is increasingly hazardous, and parents/carers need to understand how to protect their children, and as they get older, to teach them how to keep themselves safe.

Stampers encourages all parents/carers to equip themselves to be knowledgeable about how to stay safe online. Parents/carers are encouraged to attend regular workshops organised by Stamfordham First School, and they are signposted also to the parent/carer guides on Stamfordham First School's website <http://www.stamfordhamvillageschool.org.uk/pages/downloads.php> Scroll down to the 'computer safety guides'. Stampers website includes a link http://stamperspreschool.org/?page_id=28 to the NSPCC website's advice on how to keep children safe online, in particular in relation to knowing how to put in place parental controls on mobile phones and tablets: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/parental-controls/>

As with other online risks of harm, all staff now also need to be aware of the risks posed by the online activity of extremist and terrorist groups. This is required by the **Prevent Duty, and is part of the Counter Terrorism and Security Act 2015**. As a minimum, the lead staff member for Safeguarding will attend training on The Prevent Duty. This person is Siobhan Stephenson.

Stampers Pre-School provides digital cameras, computers, tablets and internet facilities, for children and staff. The digital cameras allow staff and children to record activities going on in the setting. The computers and internet provides opportunities to enhance education by helping with activities, providing information and for the planning of activities. This policy sets out the use of this ICT.

Digital Cameras and tablets

- Children and staff are able to use the digital camera and 2 iPad devices. Any photographs or videos will be downloaded or deleted weekly or put in their Learning Journals.
- Staff must only use the setting's own digital camera and tablets to take any photographs and these must be downloaded or deleted at least once each week.
- Staff may not use any other digital devices to take photographs in the setting.

Staff Computer and internet use in the setting

The staff computer in Stampers is protected by a password. ONLY Stampers senior staff know the password and are able to access the computer. No unauthorised access is permitted to the

computer. The computer system is owned by Stampers Pre-School and has appropriate software to ensure safe internet use.

Stampers Pre-School reserves the right to examine or delete any files that may be held on its system or to monitor any internet sites visited.

- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Use for gambling is forbidden.
- Copyright of materials must be respected.
- Use of the system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Rules for Responsible Internet Use: -Staff, Students and Volunteers

- All Internet activity should be deemed appropriate. In addition, internet access is vetted by Northumberland County Council, and only sites passed by them can be accessed.
- Computers will be used only for agreed reasons.
- Computer discs/pen drives will not be used without prior permission from the Preschool Leader.
- Permission from the Pre-School Leader will be requested before using the internet.
- E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Social networking sites should not be accessed via work computers.
- Computer files may be checked and the internet sites visited may be monitored.
- All staff must adhere to the above; any breach of these could result in disciplinary procedures.

Children

The children have the use of the iPads and setting camera.

- The setting will work with the parents/carers to ensure they are aware of internet use.
- Children will use only age appropriate software in the setting. Appropriate controls are in place on the iPads.
- All internet activity should be deemed appropriate by the Preschool Leader
- Any inappropriate materials sent to the computer must be reported to the Pre-School Leader.
- The internet sites visited will be monitored.
- We will gain written consent for internet use from the parents/carers and display the rules for safe internet use at all times.

Mobile phones

- Staff may not carry or use their personal mobile phones whilst working in the setting.
- Setting telephone number should be given out to be used as an emergency contact for staff.
- Staff are not allowed to use their mobile phones during breaks whilst on the premises.
- Staff may not use any camera facility on their mobile during a session.
 - Parents/carers and visitors to the setting are not permitted to use their mobile phones whilst Stampers children are present. This prohibition is displayed clearly in the middle area.
 - Photography of any sort by parents during Stampers sessions is not permitted. This is explained during the pre-visits.

Social Networking sites

- Staff should at no times post anything regarding children, their parents/families or other staff at the setting.

- No photographs from the setting may be used, or ones which identify the setting or children from the setting.
- No photographs of other members of staff to be used without their consent.
- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings.
- Maintain professionalism whilst using social networking sites.
- Any employee, who becomes aware of social networking activity that would be deemed distasteful or fail the good judgement test, should make the Pre-School Leader aware.

Tapestry online Learning Journals and evaluation

- Stampers uses an online system for keeping a record of children's activity and progress whilst at the setting. This system is also used for evaluating children's progress. Permission is sought from parents/carers before setting up this system for their child. A paper version can be used instead if necessary. Each parent/carer only has access to their own child's Tapestry online Journal, by means of a password. Parents/carers are required to sign to give permission for their child's photo and name to appear in another child's journal, eg in a group observation. Parents/carers are required to sign to agree to not copy/use any photo or name of another child appearing in their own child's learning journal. Foundation Stage Forum, who own and manage Tapestry, have their own 'Privacy, security and back up' policy, which Siobhan has a copy of - please ask if you would like to see it. Also, Northumberland County Council have approved the Tapestry website.

See also - Camera & mobile phone policy
 Social network policy
 Health and Safety policy

This Policy adopted by the Stampers Pre-school Management Committee.

Signed
 Chair of Stampers Pre-school Management Committee

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