

# **INFORMATION TECHNOLOGY, MOBILES AND DIGITAL MEDIA POLICY**

## **LITTLE WILLOWS PRE-SCHOOL**

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### **AIMS AND LEGISLATION**

It is our aim to ensure that all digital information that is used, recorded, transmitted or archived is managed in a way that will provide an environment in which children, parents/carers and staff are safe from incorrect or inappropriate use. By so doing this will eliminate the following concerns:

- The inappropriate use of recording devices around children
- The inappropriate use of Information Technology or other digital media

This policy outlines clear guidelines which will ensure that everyone connected with the pre-school adheres to what we could deem as acceptable use of technology and media. We have been mindful of the key objectives of the following legislation:

- The Computer Misuse Act (1990)
- The Copyright, Design and Patents Act (1988)
- General Data Protection Regulations (2018)
- Defamation Act (1996)
- Obscene Publications Act (1959)
- The protection of Children Act (1978)
- The Criminal Justice Public Order Act (1994)
- The Telecommunications Act (1984)
- The Health and Safety At Work Act (1974)
- Discrimination Act (1975)
- The Race Relations Act (1976)
- The CCTV Code of Practice produced by the Information Commissioner
- The Human Rights Act (1998)
- The Regulation of Investigatory Powers Act 2000;

Clearly there is far too much information contained in these acts to disseminate here. Furthermore we cannot be held liable if a parent/carer or visitor to the pre-school is in contravention of the law in this regard and we have exercised all reasonable care to ensure digital data is used in a responsible manner. Please refer to the Media Policy for staff and internal use for a complete view of how technology is deployed within the pre-school.

#### MOBILE PHONES – PARENTS/CARERS & VISITORS

- This policy includes all devices that are capable of mobile communication including but not limited to mobile phones, iPads and other tablets, netbooks, satellite phones etc.
- The pre-school allows parents/carers and visitors to bring in personal mobile telephones and devices for their own use.
- Parents/carers and visitors must ensure that their mobile phones/devices are either switched off or in silent mode.
- If a call to or from the mobile is urgent then the office is the designated area where the phone can be used or parents/carers and visitors are welcome to take or receive calls on the pre-school landline 01926 425225.
- We would respectfully ask that parents/carers or visitors do not contact staff during working hours on their mobile phones unless in an emergency and other methods of contact have failed.
- Should inappropriate use of a mobile phone be reported or observed the then Manager may need to take appropriate action proportionate to the incident.

#### MOBILE PHONES – STAFF

- Personal mobile phones and other digital media must be stored in the office.
- Whilst documenting children's progress, staff are only permitted to use the pre-school iPads and cameras.
- Staff must ensure that they do not have pre-school cameras and iPads on their person when they are in nappy changing area and toilets.
- During opening hours, the use of personal mobile phones and other digital media is restricted to the office only.
- Staff should also remember that use of these items outside of break times is also restricted.
- If staff have a personal emergency they are free to use the pre-school phone.
- If a member of staff needs to have their phone in close proximity (due to a family emergency or similar), prior permission must be sought from the Manager. Under these circumstances the phone must be placed in the office and you will be notified if your phone has received a call or text message.
- During group outings, practitioners will agree with the Manager, the appropriate use of their mobile phones (in order to maintain contact with the pre-school and in case of emergencies).

- Should there be any cause for concern over the inappropriate use of personal or nursery digital devices, the Manager reserves the right to check the image contents of the devices in question
- If inappropriate material is found, then our Local Authority Designated Officer (LADO) will be contacted immediately. We will then take immediate action, following the LADO's guidance.

#### MOBILE PHONE – Pre-School

- The Pre-School mobile is for off site activities e.g. forest school, trips within the community, as an emergency resource only.
- It will remain in a locked cabinet in the office, unless being used for its expressed purpose.
- If contacting a parent or carer, e.g. welfare check the number should be withheld.

#### CAMERAS AND VIDEO RECORDING

Photographs or videos taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Parental/Guardian consent must be given before the pre-school takes photographs or videos of your children.
- From time to time it may be possible for parents to take pictures of their children in the pre-school for special events e.g Christmas parties. The Manager will advise on what is appropriate use and taking into account other parent's wishes for their own children.
- We refer you to our main Media policy for information on how staff will use recording devices.

#### DIGITAL PHOTO FRAMES

- Are not to be taken outside the pre-school.
- Only authorised images taken inside the pre-school can be displayed on the digital photo frame
- Images uploaded to the Digital photo frame must be deleted within six months.

#### EMAILS AND WEBSITE

The pre-school's main purpose in providing IT facilities for email is to support the administration, parent partnership, care and learning, and approved business facilities of

the pre-school. IT facilities provided by the pre-school for email should not be abused. An absolute definition of abuse is difficult to achieve but certainly includes (but is not necessarily limited to):

- Creation or transmission of material which brings the pre-school into disrepute.
- Creation or transmission of material that is illegal.
- The transmission of unsolicited commercial or advertising material, chain letters, press releases or other junk mail.
- The unauthorised transmission to a third party of confidential material concerning the activities of the pre-school.
- The transmission of material such that this infringes the copyright of another person.
- Activities that unreasonably waste staff effort or networked resources, or activities that unreasonably serve to deny service to other users.
- Activities that corrupt or destroy other users' data or disrupt the work of other users.
- Unreasonable or excessive personal use.
- Creation or transmission of any offensive, obscene or indecent images, data or other material.
- Creation or transmission of material which is designed or likely to cause annoyance, inconvenience or anxiety.
- Creation or transmission of material that is abusive or threatening to others, serves to harass or bully others, discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
- Creation or transmission of defamatory material or material that includes claims of a deceptive nature.
- Activities that violate the privacy of others or unfairly criticise, misrepresent other; this includes copying distribution to other individuals.
- Creation or transmission of anonymous messages or deliberately forging messages or email header information (i.e. without clear identification of the sender).

Parents /carers and visitors are requested to only send email to [info@littlewillowspreschool.co.uk](mailto:info@littlewillowspreschool.co.uk).

We use email to send out a variety of documents such as invoices, statements, observations and newsletters.

#### USE OF THE INTERNET AND WI-FI

Use of the internet in exceptional circumstances by parents/carers or visitors is permitted with the approval of the Manager and where it complies with appropriate use:

- Complies with current legislation
- Uses the internet in an acceptable way
- Does not create unnecessary risk to the pre-school by misuse.

Under no circumstances will the pre-school Wi-Fi password be given out to parents/carers or Visitors.

No material relating to parents/carers, visitors or children will be published on our website without due consent.

## DATA PROTECTION

The pre-school is required to process relevant personal data as part of its operation and shall take all reasonable steps to do so in accordance with this policy.

The Pre-school registers its data protection obligations each year with the ICO (Information Commissioner's Office).

Data processing may include obtaining, recording, holding, disposing, destroying or otherwise using data. The pre-school will endeavour to ensure that all personal data is processed in compliance with this policy and the principles of the General Data Protection Regulations 2018.

Any information which falls within the definition of personal data and is not otherwise exempted will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this policy.

The pre-school may from time to time be required to process sensitive personal data regarding a child in our care. We will share this data where there is a legal obligation to do so such as in a child protection investigation.

The following must be adhered to at all times:

- Children's records must be kept in a locked cupboard or cabinet at all times.
- Staff must only have access to child data that is required to be used for the safety of the child, for example, emergency contact numbers, care plan information etc or for the purpose of fulfilling our obligations under the EYFS learning and development.
- No personal records must be removed from site unless authorised by the Manager, for example staff must not take records home.
- Record sharing can only take place with either the parent's consent or on the authority of the Safeguarding Team or LADO.
- Any documentation to be destroyed must be shredded.
- Documents that are required to be retained must be stored as per pre-school guidelines.
- If a parent wishes to find out what information we hold on their child, then they should request this in writing and there may be an administrative charge of £10.

## SOCIAL NETWORKING & INTERNET BLOGS

The pre-school realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites. We request that if parents/carers/visitors mention the pre-school in the context of social media that:

- Please do not invite staff members to be friends via a social network.
- Please do not discuss pre-school business on any network site. All issues or concerns must be discussed with the pre-school staff or manager.
- Please do not place photos from a pre-school event of any kind onto a social network site.

## IMAGES OF CHILDREN

We regularly take individual or group photographs of the children in our care. These images may be used for display inside the pre-school areas, in our prospectus or on our website. We also used the images for teaching, observation and publicity purposes. The pre-school has been using photographs of children in such ways for many years with no problems. However to comply with the General Data Protection Regulations 2018 the pre-school requires permission from parents/carers to take these photographs. As a pre-school we promise to:

- Seek parental permission for images to be taken or used for teaching, observation and publicity purposes for every child in our care.
- Not identify individual children in our displays or on our website without prior parental consent.
- Use only the pre-school cameras to take photographs.
- Ensure all staff are aware that the use of personal mobile phones to take photographs or videos is not permitted – failure to adhere to this will lead to disciplinary action.
- Ensure that visitors are aware that the use of mobile phones to take images or record videos is not permitted.
- Strongly request that parents do not place photos taken at a pre-school event of any kind onto a social network site.
- Never use images taken at pre-school or a pre-school event and place onto a social network site.
- Delete images after each academic term.

## CHILD USE OF TECHNOLOGY

- Children will only use age appropriate software in the setting.
- All internet activity should be deemed appropriate.
- Personal details will not be shared over the Internet.
- Any inappropriate materials sent to the computer must be reported to the Manager.
- The Internet sites visited will be monitored.