



## Beckside Pre-School

### ICT Policy

Beckside Pre-school provides the use of a digital camera for the use of practitioners and children. The setting provides a computer with no internet access for the children.

The camera allows staff and children to record activities going on in the setting. The computer provides opportunities to enhance education by offering suitable and relevant software. We would like to provide multi lingual software to support inclusion in the setting.

#### **Digital Cameras**

- Children are permitted to use the camera and any photos taken will be printed to support a child's Learning and Development book, evidencing planning in the setting or deleted from the camera.
- Staff must only use the setting's own digital camera to take any photographs. Once printed will be deleted.
- Staff may not use any other digital device to take photographs in the setting unless requested by the management for a particular purpose. Once used these in the setting these photographs must be deleted.

#### **Computer and internet use in the setting**

The computer system is owned by Beckside Pre-School and has no internet access.

Beckside Pre-School reserves the right to delete any files that maybe held on its system.

- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.
- Copyright of materials is to be respected.
- Internet should not be installed unless done so by the management.
- Computer discs/pen drives will not be used without prior permission.
- Computers will only be used for agreed reasons.

#### **Mobile Phones**

- Staff mobile phones are to be stored in the box provided in the kitchen.
- Staff are allowed to use their mobile phone in the kitchen during breaks.
- Setting telephone number should be given out to be used as emergency contact for staff where possible.
- Staff may not carry or use their mobile phones while working in the setting.

- Under no circumstances must mobile phone cameras be used in the setting or connection to the internet.
- All staff must adhere to the above; any breach of these could result in disciplinary procedures.

### **Children**

- Children will only use age appropriate software in the setting.

### **Social networking sites**

- Staff should at no time 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 staff members 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 managers aware.
- 

This policy has been adopted by Becksde Pre-School.

Signed on behalf of the setting by ..... Manager

Date:

Review date: