Peter's Patch
Forest School – Day Care – After School Club

ICT Policy

Using camera, mobile phones, I-Pads and recording devices.

Peter's Patch provides the use of mobile phones, computers, I-Pads and internet facilities for staff.

The I-Pads play a part in the observation and assessment process and feeding information back to parents on a daily basis. We ensure any photos or recordings taken of children in our setting are only done with prior written permission from each child's parents/carers.

I-Pads are pin protected. Any photographs will be downloaded or deleted at the end of each session or as soon as they have been relevantly used or printed. Staff must only use the settings own digital camera / I-pads to take any photographs and these must be downloaded or deleted at the end of each session or when printed.

Consents on registration forms are for photography for use within the setting, on trips and for tracking progress along with marketing the nursery externally. Additional consent will be gained for our annual photographer.

ICT Policy

The Nursery accepts that employees will bring their mobile phones to work. As a general rule, employees are not permitted to make or receive calls/texts during work time as this inevitably impacts on work time. (Exceptions can be made for exceptional circumstances however these must be approved by management beforehand.) Personal mobile phones are accessible only during staff's designated break and lunch time. Mobile phones are never to be in rooms or accessible to children. Staff should ensure that mobile phones are turned off or on silent and kept in their locker. Staff are not permitted to use recording equipment on their mobile phones e.g. to take photographs or videos of nursery children.

Staff can receive important personal calls where necessary e.g. doctors via Peter's Patch work phone (previous permission must be sought from management.) Staff are not permitted to make personal calls from Peter's Patch land line.

Any parent/visitor using a mobile phone on premises will be asked to use the devise outside of the rooms.

ICT Policy

Computer and internet use

The computer system is owned by Peters Patch and has appropriate software to ensure safe internet use. Peters Patch reserves the right to examine or delete files that may be held on its system or monitor any sites visited as per the above Peter's Patch policy. Staff, students and volunteers must agree to abide by our policy and the following is used as additional guidance.

Computers are all password protected with only staff having access. The computers are set up in compliance with the Peters Patch policies, ensuring safety and security.

Rules for responsible usage by staff, students and volunteers

- Never share personal passwords with anyone.
- Do not access others files without permission.
- Do not use shared drives for personal information.
- Ensure any matters regarding child protection are sent via secure email.
- Personal computer pen drives will not be used without permission.

ICT Policy

• Social networking sites should not be accessed via work computers or during work hours. Management only will have access to Peters Patch Facebook page to enable them to update or add photos.

• Computers will be used only for agreed purposes relating to work

• I-Pads will only be used by staff to access My Nursery Pal containing the children's online daily record and development record.

• Information from I-pads containing children's development record and daily record will be transferred to a coded pen drive once the child has left the setting.

Social Networking

• The following is in addition to and supports the Peter's Patch staff code of conduct.

• Anyone working at Peter's Patch Day Nursery should, at no time, post anything regarding children, their parents/carers or families or others at the setting.

• No photographs from anywhere in the setting may be used, or ones which identify the setting or children from the setting on personal accounts.

• No photographs of other members of staff, students or volunteers to be used without their consent.

ICT Policy

• 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.

• Any employee who becomes aware of social networking activities by a member of staff, student or volunteer that would be deemed distasteful, or not appropriate should make the manager aware.

Children

• The setting will work with parents to ensure they are aware of internet use.

• Children will only use age-appropriate software on nursery computers.

• Personal details will not be shared over the internet.

• Any inappropriate materials sent to the computer will be reported to the managers.

• Internet sites visited will be monitored.

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