

ICT Policy

Thorpe on the Hill Playgroup provides the use of Digital Cameras and internet facilities, for children and staff. The internet provides opportunities to enhance education providing information and for the planning of activities. This policy sets out the use of the internet.

The computer system is owned by Thorpe on the Hill Playgroup and has appropriate software to ensure safe internet use.

Thorpe on the Hill Playgroup 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.
- Other user's files will not be accessed without their permission.
- Computers will be used only for agreed reasons.
- Computer discs/pen drivers will not be used without prior permission.
- Permission 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.
- Computer files may be checked and the internet sites visited may be monitored.
- Social networking sites should not be accessed via work computers or during work hours
- All staff must adhere to the above; breach of these could result in disciplinary procedures.

Children

- The setting will work with the parents to ensure they are aware of internet use.
- All internet activity should be deemed appropriate.
- Children will use only age appropriate software in the setting
- We will gain written consent for internet use from the parents and display the rules for safe internet use at all times.

Use of mobile phones and cameras

Mobile phones

Thorpe on the Hill Playgroup has a setting mobile phone as part of the contact arrangements for the setting due to having no landline available and also for outing.

The safety of the children is paramount. Casual or inappropriate use of mobile phones by staff may pose a risk, if a staff member is distracted from caring for children.

- 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 allowed to use their mobile phones during breaks away from the premises
- Staff will not use any camera facility on their mobile during a session.
- Mobile phones are prohibited within the toilet / nappy changing areas.
- *Personal mobile phones will be left in staff cupboard until the end of the session*

Cameras

- Consent for photographs is obtained from Parent /Carer on admission as part of the registration process.
- Children will have access to a child friendly digital camera and any photographs taken by children will be downloaded or deleted at the end of each session.
- Staff will only use the setting's own digital camera to take photographs to support the recording of activities or events and these will be downloaded or deleted at the end of each session.
- Staff will not use any other digital device to take photographs in or around the setting or when on outings...
- Cameras are prohibited within the toilet / nappy changing areas.

NB: Failure to follow the above procedures will be subject staff to the settings disciplinary procedure which could lead to summary dismissal on the grounds of gross misconduct and the termination of their contract. (See Disciplinary procedure).

This policy has been adopted by Thorpe on the Hill Playgroup committee and Pay Leader