

Electronic Devices Acceptable Use Policy

Introduction

At Little Stars Pre-school we recognise that photographs, video recordings and electronic devices play a part in the life of the Pre-school. However, we also recognise that there can be dangers and vulnerabilities associated with the use of these.

Scope and Purpose

This policy applies to all electronic devices within the Pre-school, including sound, picture, and video recording devices, mobile phones, smartwatches, tablets and computers. It also applies to 'non-digital' cameras.

The policy aims to ensure that the Pre-school meets all its legal and safeguarding responsibilities regarding the recording, storage and distribution of digital and other media.

Related Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Tapestry Policy

Permissions and consent

We ensure that any photographs or recordings taken of children in our Pre-school are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this using a consent form when each child is registered and we update it on a regular basis to ensure that this permission still stands.

- We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey, for display

purposes, for promotion materials including our Pre-school website and prospectus.

- We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.
- If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Use of Devices

Recordings by the Pre-school:

- Staff are not permitted to take any photographs or recordings of a child on their personal devices e.g. cameras, mobiles or smartwatches and may only use those provided by the Pre-school.
- The Pre-school manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.
- During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice.

Parental recordings:

- Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the Pre-school premises without the prior consent of the manager.
- We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

Use of Online Learning Journey: Tapestry

At Little Stars Pre-school Pre-school we use tablets to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on to these devices.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

Parents

Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photo's, and add comments to existing observations. They do not have the necessary permission to edit existing content. Parents are asked to protect images of any other children that may appear in any photos contained in their child's Learning Journey. If parents have withheld consent their child to appear in other children's Learning Journeys, their child is only ever photographed alone and no shared observations are made including that child.

Parents without Internet

If parents do not have access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

When Children Leave

When children move to another setting we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will email a PDF to the setting. When a child leaves the setting to start school we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at pre-school. The child's information, and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

Safety and Security

Staff use tablets to take the photographs for observations which are be uploaded to the journals. Each staff member has a secure login which is password and pin protected. The tablets are kept in a secure cupboard at pre-school and may only be taken home by staff members for specific reasons and with the express consent of management.

Staff will be allocated time at work to update journals and assess their key children's next steps. Each staff member will have access to a Tablet to enable them to carry out observations and up-date their key child's learning journey.

Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their Tablets and individual login in details.

If any member of staff suspects that their login details have been compromised in any way, they must inform the pre-school managers and new login details will be created.

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Little Stars Pre-School; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

Photographs stored on the tablets are deleted on a regular basis by a member of staff.

Use of personal devices by staff

At Little Stars Pre-school we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the Pre-school receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or smartwatches during working hours, and staff are asked to adhere to the following:

- Mobile phones/smartwatches can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches should be stored safely in the Staff cupboard at all times during the hours of your working day
- We use the mobile phone supplied by the Pre-school to provide a means of contact with the staff in certain circumstances, such as outings. During outings, staff will use mobile phones belonging to the Pre-school wherever possible. Photographs must not be taken of the children on any personal phones or other information storage device.
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the Pre-school's reputation or relate to the Pre-school or any children attending the Pre-school in any way
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the Pre-school
- Although the Pre-school appreciates that social media sites such as Facebook and Twitter are excellent ways of communicating with people, the Pre-school does not see this as good practice between staff and parents/carers. We ask parents not be offended if a staff member declines to accept your request to become friends.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors' use of mobile phones, smartwatches and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the Pre-school or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore require parents and visitors not to post, publicly or privately, information about any child on social media such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Use of Devices by Children

We understand that children increasingly use electronic equipment daily to access the internet.

Some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in extremist or sexual behaviour involving webcam photography or face-to-face meetings.

Children may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders.

Little Stars policy is that devices in use by Children have access to the internet disabled.

Reviewed Annually

Pre-school Manager..... Date.....

Management Committee..... Date.....

Review Date.....