

Magdalen Gates Preschool Acceptable Use of Technology Policy



The aim of this policy is to ensure that staff and children will benefit from technology in a safe and effective manner. The Preschool will employ strategies to maximise the opportunities offered by technology and to reduce the risks associated with the use of the internet and mobile technologies.

Internet Acceptable Use Policy

Magdalen Gates Preschool receives its Broadband Internet connection from BT Internet. Although the children are between the ages of 3 and 5, we believe it is appropriate to have an Acceptable Use Policy to help reduce the risks associated with the Internet. Our safeguarding policy details how we follow the Prevent Duty. The purpose of this policy is to ensure that users of the Preschool's broadband connection understand the way in which the Internet is to be used. The policy aims to ensure that the Internet is used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risk.

SCOPE

The policy applies to all users and administrators of Magdalen Gates Preschool. This affects **all** users of the Internet in school; staff; children; parents and trustees etc.

POLICY STATEMENT

Magdalen Gates Preschool encourages users to make effective use of the Internet. Such use should always be lawful and appropriate and should not compromise the Preschool's information and computer systems nor have the potential to damage the Preschool's reputation.

USE OF INTERNET FACILITIES

Magdalen Gates Preschool expects all users to use the Internet responsibly and strictly according to the following conditions.

Users shall not:

* Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- pornography (including child pornography)
- promoting discrimination of any kind
- promoting racial or religious hatred
- promoting illegal acts
- any other information which may be offensive to colleagues

Children only use the internet on the laptop or iPad when supervised by a member of staff

* Use the Preschool facilities- including accessing their own e-mail account- for conducting any private business or transactions.

* Enter into any personal transaction that involves the Preschool *in any way*.

* Visit sites that might be offensive or incur liability on the part of the Preschool or adversely impact on the image of the Preschool.

* Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties outside of Magdalen Gates Preschool, or to the preschool itself.

* Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships.

* Intentionally interfere with the normal operation of the Internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet.

* Use the Internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate.

- Staff of the preschool and parents / carers of current children will not be friends on facebook or correspond via Twitter; we feel this is inappropriate whilst the child is at preschool. All new parents will be informed of this policy on entry.

MONITORING

Magdalen Gates Preschool will monitor the use of the Internet to see whether users are complying with the policy. Any potential misuse identified by the Preschool will be reported to the Preschool manager and the Chair of the trustees..

Incidents which appear to involve deliberate access to Web sites, newsgroups and online groups that contain the following material will be reported to the police:

- Images of child abuse (images of children apparently under 16 years old) involved in sexual activity or posed to be sexually provocative.
- adult material that potentially breaches the Obscene Publications Act in the UK
- criminally racist material in the UK

If inappropriate material is accessed accidentally, users should immediately report this to the Preschool Manager, so that this can be taken into account in monitoring – although this should be unlikely due to the strict firewall and blocks in place.

Social Media

Magdalen Gates Preschool understands that social media is current and popular way in which people communicate; however, for safeguarding reasons we ask staff, volunteers and parents to use their discretion and common sense. Staff and current parents will not be “friends” on facebook or similar sites. Staff, volunteers, parents and carers will use appropriate language and respect others when they post on social media sites. Parents who wish to post photographs of their children in connection with preschool MUST make sure there are no other children in the photograph who may be identifiable, and will not tag names to photographs. Privacy settings on social media sites should be carefully checked to make sure they are suitable.

Laptop Computers

No images, files or children’s information is stored on the laptops. They are covered by specific insurance. Children are identified on documents by first name only for the purpose of evidence for the

learning journey.

Children's Use of the PCs

We will ensure that:

- Children are able to see the screen without straining their necks; ideally they should be looking straight ahead or slightly down at the screen, not up.
- Can children put their feet flat on the ground, if not make sure they have a block or step available so they are able to position themselves comfortably.
- Make sure the computer desk has room for children to move the mouse and touch the keyboard.
- Ensure all leads are out of the way (tucked behind the computer) and that extension leads are not stretched across children's play spaces (e.g. also tucked behind the computer.)
- If sockets do not have a plug in make sure they are fitted with safety plugs.
- Children are supervised when they are accessing the internet.
- Children do not search the internet without an adult member of staff, for example to look up information about a spider they have spotted in the garden.
- Virus protection is used and is kept updated on a regular basis
- Firewall blocks are in place in order to minimise the risk of exposure to inappropriate material

Digital Cameras and our Website

- Only those children whose parents have given written permission will have their photos displayed on our website.
- We will never disclose or publicise any child's personal information such as name, address telephone numbers.
- Any photographs will only be emailed through e-mail accounts that have been authorised by the Preschool Manager and Chair of the management committee.
- All photographs taken of children and their families associated with the Preschool in the setting and outside on visits, are the property of the Preschool
- All digital images will be taken with Preschool cameras. Personal

equipment, including mobile phones, may not be used.

- Photographs will be stored on the school computers for one academic year. After this time, they will be copied onto CD/DVD and stored safely.

Use of mobile phones

Staff mobile phones are locked away during session times.

Magdalen Gates Preschool trustees and staff agree that it is not good practice to attend to personal calls during session times unless it is an emergency. If an emergency phone call occurs then the Preschool manager will ensure all children are perfectly safe whilst the member of staff attends to that call. To this end, we request that staff issue the landline number to friends and family who may need to call in an emergency. Staff may ONLY check their personal mobile phones during breaks. Visitors will be requested to hand in mobile phones while in the setting. This also applies to smart watches.

Information Security and Data Protection

1. Information on paper held on children / families / staff and volunteers is kept in a locked cupboard and destroyed after 7 years
2. Personal information about children and families is kept on paper only.
3. Digital photographs taken as evidence of learning are stored on the office computer only, the room is kept locked and staff only use the computer. Digital images are not kept on laptop. After 1 year they are transferred to CD and stored safely.
4. The preschool manager, deputy manager and chair of the management committee are responsible for security of personal information.
5. Business continuity plan – photos are backed up on CDs. Children's first names only and a contact number are kept on paper with the preschool manager in case of originals being destroyed at preschool.
6. Staff training – staff are trained on the importance of protecting personal data and images. This training is refreshed regularly

and a poster is displayed on the office wall.

7. Breaches of security – photos, we monitor the PCs regularly to check images are deleted when not needed. Data kept on paper is kept in a locked cupboard

Online Safety Considerations

We need to consider this in the Early Years for 3 reasons -

Content (what they may see):

- Exposure to inappropriate videos, pictures or messages which might upset, worry or frighten them
- Imitating harmful or inappropriate behaviour they see online
- Searching for inappropriate content on purpose or stumbling upon it by accident. This would include using voice activated tools to search for content
- Inadvertently giving apps or websites permission to share their location or other personal information
- Spending real money via in-app or in-game purchases

Contact (who might communicate with them):

- Being abused online (including sexually) by people they don't know, such as when gaming or using video chat
- Being abused online (including sexually) by people they know, such as friends and family members
- Sending images or information to people on the device's contact list

Conduct (how they might behave):

- Exhibiting unhealthy behaviours and boundaries around their use of screens
- Being unkind to each other online as well as offline; this could be using mean words or by excluding others from their games
- Using words or terminology which are not appropriate for their age
- Engaging in unhealthy relationships
- As part of natural development, early years children may exhibit curiosity about their own and others' private body parts; if this occurs via technology children may be at risk of taking inappropriate or indecent images and videos of themselves – the Brook traffic light tool can help practitioners to determine whether sexual behaviour is normal healthy sexual development or harmful behaviour which is a cause for concern.

New guidance published by HM Government in February 2019 -

- for managers here - https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations-for-managers?utm_campaign=874874_Safeguarding%20children%20and%20protecting%20professionals%20in%20early%20years%20settings%3A%20online%20safety%20considerations&utm_medium=email&utm_source=dotmailer&dm_i=3WYE,IR22,4VZ97G,20WL7,1
- and for practitioners here - https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners?utm_campaign=874874_Safeguarding%20children%20and%20protecting%20professionals%20in%20early%20years%20settings%3A%20online%20safety%20considerations&utm_medium=email&utm_source=dotmailer&dm_i=3WYE,IR22,4VZ97G,20WL7,1

What we do

1. Online safety concerns are reported to the SLP, recorded and actioned
2. we practice safe and appropriate use of personal devices, wearable technology, mobile phones and cameras
3. If a member of staff is targeted online (eg. bullying / harassment), they will inform their manager / SLP. Please see whistleblowing policy
4. Managers will ensure that staff are trained in online safety issues at least annually and at induction
5. Managers will have relevant knowledge and up to date capability required to keep children safe online
6. NDNA FREE online safety course for managers and practitioners here - https://www.ndna.org.uk/NDNA/Shop/Item_Detail.aspx?iProductCode=OT-ESAFETY&Category=OT&WebsiteKey=5e278c52-0dec-4482-ad81-d06b25949f8b

7. We will check apps, websites and search results before using them with children.
8. Children in Early Years will always be supervised when accessing the internet.
9. We ensure safety modes and filters are applied - default settings tend not to ensure a high level of privacy or security. But we will still supervise children closely.
10. we role model safe behaviour and privacy awareness. We talk to children about safe use, for example we ask permission before taking a child's picture even if parental consent has been given.

Online safety resources (from "Online safety guidance for practitioners") -

Childnet: Storybooks for early years and KS1 pupils

- [Smartie the Penguin](#)
- [Digiduck Stories](#)

Thinkuknow:

- [Resources for early years and KS1 pupils from NCA-CEOP](#)

UKCIS

- [Education for a Connected World' Framework](#) - this framework provides information on the skills and competences that children should have across 8 different areas of online safety

Resources for parents:

- AskAboutGames: [Supporting families with video games](#)
- Childnet: [Keeping under-fives safe online](#)
- Internet Matters: [Guidance for parents of pre-schoolers](#)
- London Grid for Learning: [Portal](#) linking to various resources on parental engagement around online safety
- NSPCC: [Guidance for parents on keeping children safe online](#)
- Parent Zone: [Digital Parenting magazine](#)
- [Parent Info](#)
- Thinkuknow: [Guidance and information for parents/carers](#) from NCA-CEOP

All staff and volunteers will read, understand, agree to and sign the

Acceptable Use of Technology agreement attached

Policy updated February 2019

Magdalen Gates Preschool
Staff Acceptable Use of Technology Agreement

I understand that:

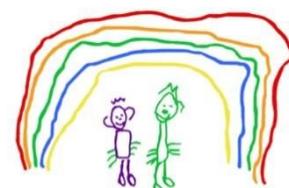
- The PCs and laptops are the property of the Preschool and agree that my use must be compatible with my professional role
- The Preschool ICT systems may not be used for private purposes, without specific permission from the Preschool Manager and from the Chair of the management committee.
- I will not take photographs with any other camera than the school cameras.
- The Preschool Manager and chair of the management committee may monitor my use of the PC, internet, digital camera and mobile technology to ensure the safety of all staff and children
- I will respect ICT and information security and understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will not install hardware or software without permission from the Preschool Manager and the chair of the management committee.
- I will not disclose the internet or email login and password to anyone, other than, where appropriate, the person responsible for maintaining the system
- I will take all reasonable precautions to secure data or equipment taken off the school premises.
- I will report any incidents of concern to the preschool Manager who will inform the chair of the management committee.
- I will ensure any electronic communication with parents and carers are compatible with my professional role and cannot be misinterpreted.
- I will promote e-safety with the children .e.g. in the use of passwords, to start the development of a responsible attitude towards using technology.
- I will respect copyright, licensing and intellectual rights.
- All photographs taken of children and their families associated with Magdalen Gates Preschool both in the setting and outside on visits are the property of the preschool
- I will delete any digital images stored for professional purposes on a laptop or computer off the premises after one year. These photographs will be free of any information that would enable identification and tracking of children e.g. adding children's names to photographs.
- I will abide by the permissions parents give in the use of photographs and video of their individual children and families.
- I agree to only take responsible digital images of children e.g. children will be dressed appropriately.

Signed

Print name

Position

Date.....



Magdalen Gates
Preschool

Magdalen Gates Preschool
Permission for use of photographs

From time to time, we record digital photographs of children participating in the preschool and occasionally may wish to use some of these on our website (www.magdalengatespreschool.com), in our publicity materials or for release to the press.

We prohibit the posting of any images or identifying information on our website without expressed written permission from the parent / carer. It is our intent to protect child and family rights to privacy, we and endeavour to publish photos only as a means of promoting the preschool.

No identifying information (name etc.) will be used.

Parent / carer permission for use of digital images

Yes, the undersigned parent or legal guardian of
..... (Child's name) who attends Magdalen Gates Preschool, **agrees and consents** to the posting of photographs or visual reproductions of the child in connection with:

- Website
 - Press / newspaper
 - Within preschool
- (Tick those that apply)

The undersigned retains the right to refuse the use of any particular image of the above named child, and to request the removal of any image at any time.

No, the undersigned parent or legal guardian of
..... (Child's name) who attends Magdalen Gates Preschool, **does not consent** to any use of photographs or visual reproductions of the child.

Signature of Parent or Legal Guardian.....

Name of parent / legal guardian

Date.....