



IT & ACCEPTABLE USE OF TECHNOLOGIES

Policy statement

This policy serves to provide a template for the use of technologies within Rainbow's End Pre-School that all members of staff, students and volunteers will adhere to for the safe and acceptable use of technologies. This demonstrates compliance with the new child protection requirements in the Revised Early Years Foundation Stage 2012; paragraph 3, 4.

Every effort will be made to ensure that technologies are used in a responsible way, so that there is no risk to the safety or security of the children and adults or to the safety, reputation or sustainability of Rainbow's End Pre-school. This applies to the use of technologies on the registered premises of this setting and in any locations in connection with the running of the Pre-school. It applies to technologies owned by the setting and those owned by others.

[The term 'technologies' refers to computers/laptops, smartphones, any other device with internet access, memory sticks, cameras and equipment that store personal information, databases, electronic records and contact details.]

Purpose

The purpose of having a statement and agreement for the Acceptable Use of Technologies is to try to ensure that:

- The children, parents and staff at Rainbow's End Pre-School are as safe as possible from accidental or deliberate misuse of technology.
- All adults are responsible users who are pro-active about their own safety.

Procedures

All staff, regular volunteers and students are required to read and sign the Pre-School's Acceptable Use of Technologies' Agreement during their induction into the setting. This signed agreement is retained by the Pre-School and the signing adult. Misuse of technology by staff may result in disciplinary action up to and including summary dismissal.

Inappropriate Use

All adults will model safe use of technologies. They will not engage in any online activity or electronic communication that may compromise their professional responsibilities, the reputation of Rainbow's End Preschool or the safety and well-being of the children and staff.

Misuse of the pre-school's computer may result in disciplinary action up to and including summary dismissal.

Examples of misuse include, but are not limited to, the following:

- sending, receiving, downloading, displaying or disseminating material that insults, causes offence or harasses others and covered by the Obscene Publications Act.
- accessing pornographic, racist or other inappropriate or unlawful materials;
- engaging in on-line chat rooms or gambling;
- forwarding electronic chain letters or similar material;
- downloading or disseminating copyright materials;
- transmitting confidential information about the pre-school or its clients;
- downloading or playing computer games; and
- copying or downloading software.
- Accessing, copying, removing or otherwise altering any other user's files without their permission.

Communication & Use of E-mail

All adults will communicate online in a professional manner and tone (this includes communication by text message) and will not use aggressive or inappropriate language nor compromise either the provider's position or the reputation of the setting; with an awareness that all communication can be forwarded onto the setting Chairperson and Supervisor.

E-mails should be written in accordance with the standards of any other form of written communication, and the content and language used in the message must be consistent with best pre-school practice. Messages should be concise and directed to relevant individuals on a need to know basis.

E-mails can be the subject of legal action (for example, claims of defamation, breach of confidentiality or breach of contract) against both the employee who sent them or the pre-school.

Staff are also reminded that e-mail messages may be disclosed to any person mentioned in them. Staff must therefore always be careful if they write about people in e-mails.

Remember that e-mail is a relatively permanent form of communication. Do not transmit anything in an email message that you would not be comfortable writing in a letter or memorandum. Deletion of an e-mail message does not eliminate backup copies of the message that are automatically stored electronically.

Use of the Internet

Any Internet facilities provided by the pre-school are considered pre-school property. Access to the Internet services imposes certain responsibilities and obligations. Access will be granted subject to required compliance with all pre-school policies and any applicable laws and regulations.

Acceptable use of the Internet must be ethical and honest, with due respect for intellectual property, system security, and personal privacy, and free of intimidation, harassment, or unwanted annoyance.

The following policies shall apply to all use of the Internet by the pre-school users through use of the pre-school facilities:

- Access to the Internet through use of the Pre-School facilities is provided for Pre-School business purposes. Personal use of e-mail should be limited. The Pre-School provides no assurance of privacy with respect to any incidental personal use of the Internet, e-mail, telephone or any other facilities.
- Staff are expected to act in a responsible and professional manner when they use the Internet, email, and all other Pre-School facilities.
- Users must comply with all Pre-School access procedures, including use of assigned user IDs and properly licensed software. User IDs may not be shared with other persons. Staff may not use email assigned to other individuals to send or receive messages.
- Software, databases, and similar "live" technology may not be sent or received via the Internet without (a) prior IS approval, (b) appropriate "virus" screening, (c) proof that the owner has authorized applicable copying, transmission, and use thereof, and (d) use of encryption and other security procedures as appropriate.
- Regardless of available encryption methods or other security, it should be assumed that the Internet is not adequately equipped to protect data that is considered highly sensitive, confidential, or personal. Dissemination of information of a sensitive, proprietary, or internal nature is not permitted without prior approval.
- Sexual, racial, or other offensive or unlawful remarks, jokes, or slurs and obscenities are prohibited.
- Use of the Internet to view, access, upload, download, store, transmit, create, or otherwise manipulate pornographic or other sexually explicit materials is prohibited.
- Use of the Internet is subject to all other pre-school policies.

Failure to adhere to the foregoing procedures may result in disciplinary action, including termination of employment.

Mobile Phones

All adults are required [including visitors and professionals] to submit their mobile phones and portable technology to be stored and used in conjunction with our '**Mobile Phones, Camera, Smart Watches and Other Electrical Devices and Photography Policy**' and 'Visitors Policy' which are explained when signing in and during our staff induction programme. Parents may be asked to refrain from using their phones within the setting if their phone use is observed to be a concern. All mobile phones should have their Bluetooth switched off or set to undiscoverable to guard against super Bluetooth jacking.

Security & Safety

All adults will only hold, disclose or share personal information about themselves or others in ways agreed by the setting. Personal data for any child or family is kept private and confidential, except when we are required by law or by the setting's policy to disclose it to an appropriate authority. (see Data Protection Policy).

All adults will only transport, hold, disclose or share personal information about themselves or others, in ways agreed by the setting and will not send personal information electronically, if reasonable security cannot be guaranteed. It will not be sent via email as this is not secure. All adults will ensure that suitable filtering, virus screening and security systems are in place and will only send personal data electronically if reasonable security can be guaranteed.

All data [including business documents and files] will be regularly backed up.

All adults will ensure that they only install approved and owned content onto the setting's laptops and ipads and will not alter settings or open up pop ups or attachments from untrusted sources within the premises of Rainbow's End Pre-school.

The pre-school reserves the right to access or monitor any use of the internet or other pre-school electronic facilities, any transmission made via the Internet, e-mail or telephone facilities, or any electronically stored information.

Photos

All adults will only take images of children and staff members where it relates to agreed learning and management activities and will ensure that parent/staff permission is obtained before the images are taken.

All adults will ensure that all photos of children and staff are taken on the setting's camera or tablet, photos taken on personal cameras or phones must be authorised by the Supervisor.

All photos taken must be used and stored appropriately and then deleted when not in use from all sources including "trash". Photos are currently used on the Rainbow's End Pre-school website and Facebook page.

All adults will ensure that, where images are published online or in the media staff/parent permission is obtained and that these published images [including displays, newsletters, website and prospectus] will not hold any possibility for the identify of any child featured to be identified by name or to find any other personal information about them.

At Rainbow's End Pre-School events we will ask the audience, in conjunction with previously signed consent forms, if any objections are present for the audience to take photos during the event. If objections are present photos will not be allowed to be taken and pre-school staff or Committee Members will take photos using the camera and follow guidelines previously mentioned. Rainbow's End Pre-School holds no responsibility for photos taken by parents. The closed Facebook page is maintained by nominated staff members and is purely for information sharing.

Visiting photographers are booked by reputation by the pre-school. All parents are made fully aware of the photographers visit and have the right to request their child is not photographed. The photos remain protected by the photographer within the agreement of their profession.

Related Policies Social Networking Policy Data Protection Policy, Mobile Phone & Camera Policy Legal framework
Children Act (1989 s47) Protection of Children Act (1999) Data Protection Act (1998) The Children Act (2004)
Safeguarding Vulnerable Groups Act (2006) Sexual Offences Act (2003) Criminal Justice and Court Services Act (2000)

Policy Review

As part of Rainbows End Pre-School monitoring this policy will be subject to periodic review.

Policy adopted by: Rainbow's End Pre-School
Date: 01.01.2024
Policy Review Date: 31.12.2024 (or sooner if required)