



Responsible use of Computers, the Internet and Social Media Policy

Produced by	Lark Hill Nursery School
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This policy aims to ensure :

- Members of staff, students, visitors, families and children are responsible users, and remain safe while using the internet.
- Nursery ICT systems and users are protected from accidental or deliberate misuse which could put the security of the systems and/or users at risk.
- Members of staff are protected from potential risks in their everyday use of electronic devices.

This Policy is created in response to the benefits and potential risks of using computers, the internet and social media. We recognise the educational benefits of accessing the internet to enhance the learning opportunities for the children and for the professional development of staff. We also, however recognise the potential risks from a safeguarding or intimidation point of view.

The Head teacher and Nursery Teacher monitor the use of all ICT systems and electronic devices through spot checks.

a) Nursery devices

Nursery provides key workers and Learning Support Assistants with i-pads to complete observations and assessments of the children. We have agreed that staff can use the Nursery devices at home as long as they agree to the following.

The Nursery ensures responsible use by staff agreeing the following steps

- Staff only use school owned electronic devices for educational purposes
- The Nursery buys into a support network from the Local Authority which means our i-pads only have approved apps available on them.
- Usernames and passwords are not disclosed to anyone externally (including family members).
- Nursery devices remain the property of the School and have the same password so the content can always be accessed for monitoring purposes.
- Students can use i-pads for their work within the Nursery but must lock them in the cupboard at Nursery at the end of each day. They are registered on Tapestry for the period of their placement and then their account is deleted. They have a 'Pin only' account which means they can only use Tapestry on the allocated i-pad.
- Members of staff only use school-owned electronic devices to take pictures or videos of children.
- Electronic devices are not used to access any material which is illegal, inappropriate, or may cause harm or distress to others.
- Any illegal, inappropriate activity is immediately reported to the Headteacher , Nursery Teacher or Chair of Governors
- Members of staff do not open email attachments from unknown sources

- Portable school-owned electronic devices are not left unattended, and are kept out of sight when they are not in use.
- Portable equipment is transported in its protective case, if supplied.
- Nursery equipment that is used outside of the premises e.g i-pads will be returned to the school when the employee leaves employment, or if requested to do so by the Headteacher.
- Photographs or videos of children are saved onto Tapestry, the server or printed before staff take the devices home.

b) Personal devices

The Nursery ensures responsible use by staff agreeing the following steps:

- Staff members will only use personal devices outside of contact times with the children. They are kept locked in lockers during contact time. The lockers are located in the staff toilet away from the main children's area.
- Members of staff do not contact Nursery families using their personal devices.
- Mobile phones are used during home visits for safety purposes.
- The school is not responsible for the loss, damage or theft of any personal device, including phones, cameras, tablets, removable media, etc.
- Members of staff bringing personal devices into school ensure that there is not any inappropriate or illegal content on their device.

c) Use of the internet and social media

The school respects privacy and understands that staff may use social media forums in their private lives. The Nursery sees the benefit of having a Nursery Facebook page to communicate with families and having a private staff page to share links for our professional development.

The Nursery ensures responsible use by staff agreeing the following steps:

- Staff participate in e-safety and online training offered to them, and will remain up-to-date with current developments in social media and the internet as a whole.
- Staff do not give their home address, phone number, mobile number, social networking details or email addresses to children or families.
- Digital communications by staff must be professional and respectful at all times and in accordance with the ethos of the Nursery.
- Staff will not use social media to infringe on the rights and privacy of others or make ill-considered comments or judgments about others.
- Personal communication on social media likely to have a negative impact on professional standards and our reputation are not permitted. This is regarded as in breach of their contract and could result in dismissal.
- The Head teacher is responsible for the posts on our Website, facebook, Instagram and Tik Tok.
- If a member of staff feels that they or someone else is subject to abuse through use of a social networking site, then this action must be reported to the Head teacher, Nursery Teacher or Chair of Governors.
- Unacceptable conduct, (e.g. defamatory, discriminatory, offensive, harassing content or a breach of data protection, confidentiality, copyright) will be considered extremely seriously by the Nursery and will be reported as soon as possible to a relevant senior member of staff, and escalated where appropriate.

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Declaration
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I certify that I have read and understood this policy and agree to abide by each principle.

I have the following connections on social media :

Name of connection	Social media platform	Relationship to you
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Your name:

Signed:

Date:

