**ICT Policy**

Munchkins Kindergarten Ltd provides the use of digital cameras, computers and internet facilities, for children and staff. The digital cameras allow staff and children to record day to day activities. The computer and internet access provides opportunities to enhance education by supporting the planning of activities and researching information and for the planning of activities.

This policy sets out the settings standards for the safe use of this ICT.

**Digital Cameras, ipads and tablets**

* 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, ipad or tablet.
* Staff will only use the setting’s own digital camera, ipad or tablet to take photographs to support the recording of activities or event and for learning journeys.
* 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.

**Computer and internet use in the setting**

The computer system is owned by Munchkins Kindergarten Ltd and has appropriate software to ensure safe internet use.

Munchkins Kindergarten Ltd 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 will be respected.
* Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

**Rules for responsible internet use for** **Staff, Students and Volunteers**

* Computers will be used only for agreed activity.
* Computer discs or pen drives will not be used without prior permission.
* All Internet activity will be monitored for appropriateness.
* Other user’s files will not be accessed without their permission.
* E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
* Social networking sites of any description may not be accessed via work computers, ipads or tablets at any time during the working day.
* Personal details will not be shared over the internet.
* Computer files will be checked and the internet sites visited will be monitored.
* Any inappropriate materials sent to the computer must be reported to the manager.
* All staff will adhere to the above. Any breaches will be subject to the setting’s disciplinary procedure.

**Children**

* Children will use only age appropriate software in the setting.
* The setting will apply parental controls to ensure children’s safety on the internet.

**Mobile phones and apple watches**

* Staff (with the exception of the 2 Managers) may not carry or use their personal mobile phones/apple watches whilst working in the setting and must keep their own personal mobile phone locked in staff lockers.
* In emergencies staff can be contacted on the setting’s telephone number.
* Staff are allowed to use their mobile phones during breaks.
* Staff will not use any camera facility on their mobile phone/apple watches during a session.
* Mobile phones are prohibited within the toilet/nappy changing areas.

**Social networking sites**

* Staff are not permitted to post anything about the children attending the setting, past or present, their families or any other member of staff.
* Staff are not permitted to post any photographs from the setting or any photographs that identify the setting, children or staff regardless of where the photographs were taken.
* Photographs of staff members may only be posted with their consent.
* Any member of staff that posts comments that breach confidentiality or are deemed to be of a detrimental nature to the setting, staff or children will be subject to the settings disciplinary procedure.
* All staff will maintain professionalism whilst using social networking sites.
* Any member of staff, who becomes aware of any social networking activity that would be deemed inappropriate or detrimental, will make the manager/owner aware under the guidelines of the Whistle blowing policy.
* For more information please refer to the Social networking policy.

*This policy has been adopted by Munchkins Kindergarten Ltd*

Signed on behalf of the setting by:



Rachel Beresford, Owner

Review Date: January 2023