

Mrs Bonds Village Nursery

Internet, E-safety & Social Networking Policy

Internet use

The computer system is owned by the nursery and is made available to raise educational standards, to promote pupil achievement, to support the professional work of staff, including teaching, research, administration and management and to enhance the Nursery's School's management information and business administration systems.

The internet can be freely accessed for all nursery matters (including finding resources, planning, accessing reports and government legislation etc) during working hours.

In order to protect our facilities:

- Access should only be made via the authorised account and password, which should not be made available to any other person
- You Tube can be used for adult focused activities only, but the contexts must be viewed prior to the activity, away from the children to ensure that the program is age appropriate.
- Alexa can be used under adult supervision. Adult must monitor the use of Alexa at all times, for example if children wish to ask her questions to extend their learning, adult should supervise this
- Staff must be aware of viruses within emails or downloads. Whilst using the nursery internet facilities staff must not open any emails from names that aren't recognised in order to protect the nursery computer from potential viruses.
- Staff must be aware that all incoming and outgoing emails can be read by our web host manager and the nursery manager. This is not intended to infringe on staff privacy, but the internet is a very public way of communicating and like all companies, management reserves the right to ensure that the name of the nursery is not brought into disrepute.
- It is vitally important that staff are careful about content that they search for or download. Every time you view a page on the internet, it is possible to trace your visit back to the nursery computer. This means that it is possible to tell if the nursery computer was being used to look at inappropriate web pages.
- Children are to be encouraged to use the internet if appropriate but must be supervised at all times. Under no circumstances will children be left with unsupervised access to the internet and after each session the internet will be disconnected.

Social Networking

- Staff must be aware of their responsibilities to the nursery when using social networking sites such as Facebook/Twitter/Instagram/TikTok etc.

- Our confidentiality policy must be adhered to at all times.
- It is important to maintain your status as a professional childcare practitioner and therefore we would urge you to not to foster online friendships with parents.
- All privacy settings should be checked to ensure your profile is set to private ensuring that it is not available for public access.
- No comments posted on such sites should inadvertently question the nursery reputation, working practices or staffing.
- Any comments, status's or messages posted on such sites should not relate to work and should never put into disrepute the reputation of the Nursery
- Cyber bullying of any sort will not be tolerated.
- Disciplinary action could result if the reputation of the Nursery is brought into disrepute.
- Senior staff may social media as a way to advertise the business or for job positions. This could include the setting having it's own social media page. This will only be accessible by senior staff members and will never share images of the children. Comments are to be switched off.
- Staff may not access personal emails without permission from the management and under no circumstances are they allowed access to social networking sites either via the nursery computer / tablets or their mobile phones during work hours. Any staff found to be accessing social networking sites or other websites not relating to work will be subject to disciplinary action.

Devices

- The nursery has computers and laptops for staff use, these should be used appropriately and permission gained from Senior staff before use
- The nursery has tablets for the staff to use. These should only be used for Tapestry. No other apps or websites should be visited on these tablets at any time.
- The nursery has an interactive screen and tablet for the child to use under adult supervision. Apps and games are pre-checked after download before children use them, you tube videos and websites should be viewed by an adult before they are shown to children.
- Staff mobile phones and smart watches are not permitted on the floor around children. More information in this can be found in our separate policy

E-safety

- All early years settings have a duty to ensure that children are protected from potential harm both within and beyond the learning environment. Every effort will be made to safeguard against all risks, however it is likely that we will never be able to completely eliminate them. Any incidents that do arise will be dealt with quickly and according to policy to ensure that children and staff continue to be protected.
- Staff will under go training on e-safety for children

- The nursery will share information with parents about keeping safe on line for pre-school aimed children
- eSafety will be covered in an age appropriate way as part of our curriculum in supporting child to keep themselves safe.

Nursery's Instagram Page

- the nursery has it's own Instagram page. This is used to promote the business, showcase what the nursery can offer and inform parents of activities and events
- No photographs of children will be posted on the nursery's Instagram page
- No photographs of staff will be shared without prior consent
- Comments will be turned off on all posts
- Only management have the log in details for the Instagram page

Nursery's website

- the nursery has its own website. The purpose of the website is to promote the business and keep parent and families up to date.
- No photographs of children will be posted on the website
- Staff photographs are shown on the "Our Team" page and staffs consent is received prior to this.
- Only management have the log in details for the website

This policy was reviewed by Mrs Bonds village nursery on 2/10/23