# ICT/SOCIAL MEDIA POLICY

Most young children are growing up in a media enriched digital age which they are engaged in from early age. Such technology entwines their lives and shapes their understanding of the world. I.C.T. comes in many forms such as; cameras, camcorders, CD players/digital radios and mobile phones, laptops, PCS and tablets. Household items such as washing machine, microwave, dishwasher and televisions, and children’s use of ‘Smart’ toys and games consoles impact on their everyday lives.

As an Early Years provider, we recognise the development of I.C.T. within education, our home environment and wider community. With the impact of Technology on daily lives it is essential that we not only support its learning holistically through our Early year’s curriculum but also its effects on modern society. Our aims are to:

* Develop I.C.T. skills, knowledge and understanding within the nursery environment and wider community
* Using I.C.T. to enrich and extend understanding of another theme/subject
* That all children regardless of race, culture, gender or ability have access to I.C.T resources
* To support children with special educational needs through personalised resources and accessibility to support ICT learning
* To use I.C.T. equipment in a safe, secure and controlled environment.
* To use equipment which is appropriate to age and ability.

**PC Computers and tablets:**

* The nursery computer/tablets and phones are password protected and have security installed to protect user’s data
* Nursery Managers to identify any training needs / support to employees to access the computers/tablets.
* Computers, tablets and phones are only accessed by the children with adult supervision and are for research purposes only.
* Downloading software and installing on any computer/tablet/phone is with the authorisation of the manager only
* Staff to report any warning messages, faults, problems and queries to the nursery management team

**Storage of Information** (See GDPR policy for more details)

* Staff are not permitted to use personal portable media for storage of images e.g. USB Stick.
* Images of children are taken on the nursery’s tablets or the Stepping Stones mobile phone only and transferred on to computer/deleted as soon as possible.
* Images or films of children are stored only on the Stepping Stones computers or tablets
* The Nursery Manager will regularly delete images when they are no longer required or when the child has left the nursery.

**Internet Access:**

* Stepping Stones computers/tablets are installed with filters to block inappropriate material or sites that are not deemed appropriate for business.
* If the Internet is to be used for a learning opportunity / theme / topic staff to view the site before children are able to view or engage with the learning.
* Staff are not to ‘roam the internet’ when children are present.
* Sites accessed from the internet should be discussed with the Nursery Management team before implemented in learning.
* Staff are forbidden to access sites gambling or game sites from Stepping Stones computer or tablets

**Social Media**

Personal Social Networking activities such as Facebook, Twitter, Personal Blogs or images or comments on YouTube, Instagram and Snapchat can have a negative effect on an organisations’ reputation or image. In addition, Stepping Stones is firmly committed to safeguarding children and staff in all aspects of the nursery.

Everyone employed by Stepping Stones has the responsibility to ensure they protect the reputation of the nursery and to treat colleagues and members of the nursery with respect and professionalism at all times.

* Staff are not permitted to access social network sites during working hours unless break times.
* Staff should not discuss the nursery, staff or children on their personal media sites.
* There must be no pictures of the nurseries, children or staff (unless permission by individual staff is received) on personal media sites.
* If any staff members have parents / carers as friends on their social media site they should not discuss the nursery, work colleagues or children. Such discussions should be conducted in a professional manner with management in the nursery.

**Stepping Stones Facebook Page(s)**

We currently have one Facebook page, open to the public to share general news items and promote the nursery, and one closed parents’ group. This is accessible only to parents/guardians of current children attending the setting and everyone joining must be approved by an admin. This is a communication tool for the setting and we use it to;

* Promote certain events such as Parents Evenings, Trips, Social Events, Calendar updates.
* To show photos of learning experiences, activities, trips and events (permissions for use of images).
* Update Parents and Families on staff achievements, training and development.
* To give news.
* Give hints and ideas for activities the children have enjoyed in the nursery and how this can follow through at home.

Security of Site

* Only nursery management team are administrators to both social media sites.
* Password and login details to be kept confidential within the management team.
* All parents/carers to complete an’ Image Consent Form’.
* Not to provide personal details or Full name (first and surname) of any child on a social media site.
* To have consent for any images of a child/children to be on the nursery website and social media site.
* The management team will use images of child/children that are suitably dressed to reduce the risk of images being used inappropriately.

Administrators of the account will be responsible to remove any posts that:

* Name a specific person in a negative way
* Are abusive or contain inappropriate language or statement
* Use defamatory, abusive or generally negative terms about an individual or the setting
* Do not show proper consideration for other privacy
* Contain any photo of a child without necessary parental consent.
* Breach copy right laws.

**This policy was written taking the following into consideration:**

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| UNCRC | 3, 16, 17 |
| Health and Social Care Standards | 3.20, |

As a staff team we are committed to reviewing and updating our policies annually

This policy was last reviewed on 21/12/2022

Signed: Mo King (Manager)