

# **Gainsborough Adventure Playground Ltd**

## **ICT Policy**

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

### **Cameras**

- 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 and any photographs taken by children will be downloaded or deleted at the end of each session.
- Staff will only use the setting's own digital camera to take photographs to support the recording of activities or events and these will be downloaded or deleted at the end of each session.
- Where it is not possible to download or delete photographs on the same day, the memory card will be securely stored until the next day.
- 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 GAPA and has appropriate software to ensure safe internet use.

GAPA 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 must be respected.
- Use of the system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

### **Rules for Responsible Internet Use**

#### **Staff, Students and Volunteers**

- Permission will be requested before using the internet.
- 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.
- Personal details will only be shared over the internet with other professions if it can be carried out securely.
- Social networking sites will not be accessed via work computers or during work hours.

- 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.

All staff must adhere to the above. Any breach of these could result in disciplinary procedures and may result in the termination of their contract.

### **Children**

GAPA will display the rules for safe internet use at all times.

- GAPA will work with the parents to ensure they are aware of internet use.
- Children will use only age appropriate software in the setting.
- The appropriateness of accessing internet sites will be determined prior to use.
- GAPA will apply parental controls to ensure children's safety on the internet.
- All internet activity will be supervised and monitored by staff.

### **Mobile Phones**

- Staff may not carry or use their personal mobile phones whilst working in GAPA. They must be locked in the lockers provided.
- In emergencies staff can be contacted on the setting's telephone number.
- Staff are allowed to use their mobile phones during breaks in designated areas.
- Staff will not use any camera facility on their mobile phone 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/Chair aware under the guidelines of the Whistle blowing policy.

For more information please refer to the Social networking policy.