



ICT Policy

Bearhugs Nurseries Ltd. provides the use of digital cameras, computers, tablets and internet facilities for children and staff. These facilities are used to enhance and develop children's learning throughout the setting. They are also used to record children's learning as from January 2018 tablets will be regularly used within each room to maintain an ongoing record of children's development using an online learning journal system known as 'Tapestry'.

This policy sets out the use of this ICT.

Tablets/ Digital Cameras

- Bearhugs Nurseries Ltd, uses a website-system called 'Tapestry' for administrative and record keeping purposes, including making text-based and photographic records of children's activities, planning lessons, reviewing children's progress, and compiling statutory reports.
- Data and photographs/videos are uploaded into the 'Tapestry' system by your child's key person using internet-connected tablets at the setting and will include ongoing observations and assessments of your child.
- All data and photographs stored remotely on 'Tapestry' online servers are protected by industry standard internet security procedures including encrypted transmission passwords, access-device registration and physical protections. Furthermore Bearhugs Nurseries Ltd. is also registered in accordance with the Data Protection Act with the Information Commissioner's Office to ensure data is recorded and stored security.
- Parents will be able to access data only related to their child through a password encrypted login system/app on their own computer/laptop/mobile device. This information will be provided to those parents/carers with parental responsibilities only (see additional policy 'Parental Responsibility and Legal Contact') and it is the main carers responsibility should they wish to share this with others for example: grandparents.

Tablet Restrictions

- All tablets used in the setting have PIN-protected 'Restrictions' on web content and apps. Security settings are at their highest level and no apps apart from 'Tapestry' will be used without prior management consent.

- CHILDREN ARE NOT PERMITTED UNATTENDED USE OF TABLETS. They may be used to 'enhance topics' or develop children's understanding of ICT, however this will be fully supervised at all times.
- During office hours tablets will be accessible in each room for staff to utilise and make photos and observations throughout the setting. During non-office hours tablets will be securely locked away.
- No tablet may be used in toilets or nappy changing areas.
- Staff must behave responsibly with tablets as pieces of delicate electrical equipment, protecting them from damage and ensuring and ensuring they pose no physical risk to children in the setting.
- Photos taken on the tablet will only be uploaded to 'Tapestry' for parents and management to view using a 'password' system.
- Staff must only use the setting's own digital camera to take any photographs and these must be downloaded or deleted regularly.
- Any staff member has a right to challenge any other staff member regarding their tablet use and is obligated to report any concern immediately to the setting Safeguarding Officer. At the discretion of the Safeguarding Officer, the suspected staff member may be required to leave the setting immediately and the tablet retained for further investigation. For more information, please refer to the settings Safeguarding Policy.

Removal of the tablet from the setting.

If for whatever reason tablets must be transported and thus leave the setting. The tablet will be checked by a member of the management for any cache data or stored photographs and these will be securely encrypted and/or cleared from the devices memory so there is no risk of unauthorised access to data and photographs if the tablet were lost or stolen. Staff must inform management in advance if they plan to remove a tablet from the setting so that this check can be made. When a tablet is returned to the setting, it is checked by management for any new content including stored photographs, web browsing content or other material not relevant to the setting, all of which is deleted before the tablet may be used again in the setting.

Computer and internet use in the setting

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

Bearhugs Nurseries 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 system is forbidden.

- Users are responsible for all emails sent and for contacts made that may result in emails being received.
- Use for gambling is forbidden.
- Copyright of materials must 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

Staff, student and volunteers

- All internet activity should be deemed appropriate.
- Other user's files will not be accessed without their permission.
- Computers will be used only for agreed reasons.
- Computer disc/pen drives will not be used without prior permissions.
- Permission will be requested before using the internet.
- Email correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Personal social networking sites should not be accessed via work computers or during work hours with the exception of management, whom are able to access social networking sites related to the nursery provided this is strictly related to nursery business.
- Computer files may be checked and the internet sites visited may be monitored.
- All staff must adhere to the above rules and any breach of these could result in disciplinary procedures and may result in the termination of their contract.

Children

- Children will only have access to the internet with adult supervision.
- The setting will work with the parents to ensure they are aware of internet use.
- Children will use only age appropriately software in the setting.
- All internet activity should be deemed appropriate and will be monitored.
- Email correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Personal details will not be shared over the internet.
- Any inappropriate materials sent to the computer must be reported to the manager.

Mobile Phones

- Staff may not carry or use their personal mobile phones whilst working in the setting.
- Setting telephone number should be given out to be used as an emergency contact for staff.
- Staff are allowed to use their mobile phones during designated breaks.

- Staff must not use any camera facility on their mobile during a session.
- During school collections or outings a mobile phone is allocated for safety reasons and is agreed in advance with a member of management. Only emergency functions, such as calls, may be used.

Social Networking Sites

- Staff should at no time post anything regarding children, their parents/families or other staff at the setting.
- No photographs from the setting may be used, or one which identify the setting or children from the setting.
- No photographs of other members of staff to be used without their consent.
- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings.
- Maintain professionalism whilst using social networking sites.
- Any employee who becomes aware of social networking activity that would be deemed distasteful or not appropriate should make their manager/owner aware.
- For more information, please use Social Networking Policy.

Signed on behalf of Bearhugs Nurseries Ltd by:

Manager/Owner

Date: 1st May 2020

Review Date: 1st May 2021