



## **ACCEPTABLE USE POLICY**

### **Statement of Intent –**

We believe that use of information communication and technology is essential for all key persons and should be within acceptable boundaries.

### **Aims –**

To confirm acceptable boundaries of ICT use.

### **Method –**

#### **1) Internet**

Wifi internet is installed within Ide Hill pre-school for use on the pre-school IPADS when using the Tapestry online system. Staff IPADS are locked when not in use to prevent access to the internet by the children. The children's computer requires the input of a password to activate games – however, there is no wifi access on this computer and the children do not have online access at the pre-school.

Internet sites accessed on the staff IPADS will be relevant to work activities. Live streaming of any material is strictly prohibited in particular any material which would require the premises to obtain and hold a TV license. The premises does not hold a TV license and as such is not permitted to access live streaming material.

Monitoring of access and browsing history may take place. Use of the IPADS off site and any data downloaded during these periods remain the sole responsibility of the staff member to whom the IPAD is assigned to. The IPAD is to be used for Tapestry journals and online EYFS literature only. Once uploaded on tapestry, photographs are deleted and wiped off the IPAD at the end of each term.

#### **2) Photos / Camera**

SD cards are only to be used to take photos i.e. noticeboards/apples/peg photographs. Photos must not contain any identifying information about the child. Photos for use in displays will not have accompanying identifying text or captions. Photos for marketing must be of children for whom express written permission has been obtained. Photos of children must be where they are in full and suitable dress. Photos must only be taken in the main hall/stage, outside area i.e. playground/garden or wheatsheaf room.

#### **3) Use of Personal devices including Apple watches and mobile phones**

- Staff mobile phones and devices should be turned off and are kept in the locked cupboard on the stage.
- In cases of a personal emergency all personal calls should be directed through the landline.
- Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made or accepted if deemed necessary and by arrangement of the manager.
- Staff will not use personal devices such as mobile phones, tablets or cameras to take photos or videos of children and only use equipment provided by the setting for educational purposes only.
- Mobile phones, tablets, and personal devices are not permitted to be used in certain areas within pre-school such as toilets.

It is staff's responsibility to ensure that any personal device (mobile, tablet, memory stick etc) brought into the setting does not contain any inappropriate or illegal material. All devices must be open to scrutiny at any time. It is strictly prohibited to use any mobile phones or mobile device to access the internet whilst within the setting.

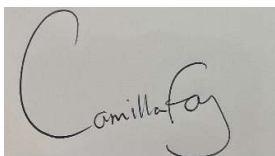
#### **4) Social Media**

##### **Social Media**



- Approved use of social media sites by the pre-school will only proceed with clear objectives with specific intended outcomes.
- The social media sites being used as a communication tool will be risk assessed and formally approved by the manager and chair.
- Members of staff overseeing the Pre-schools social media site are aware of the required behaviours and expectations of use to ensure it is being used safely and responsibly.
- Staff must be aware of their duty of care to children and families at the Pre-School when using social media sites such as Facebook, Twitter etc.
- Confidentiality must be adhered to at all times even outside of working hours. It is important staff maintain their status as a professional childcare worker. We urge staff to think twice when fostering online friendships with parents or ex-parents and do not have discussions involving children, families or incidents within the setting.
- All staff members are encouraged not to identify themselves as employees of Ide Hill Pre-school on their social networking accounts. It is not appropriate to share work related information whether written or pictorial in this way and must maintain Pre-schools policies (safeguarding, confidentiality, data protection etc.)
- Under no circumstances should comments be made about Pre-School staff members, children or parents on the internet. Staff members/parents should respect the privacy and the feelings of others.
- Full advice and guidance can be found in **Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings** (2015) the setting's **Online Safety Policy** and **Acceptable Use Policy** and **Safe Practice with Technology – Guidance for Adults who Work with Children and Young People**

*This policy was adopted at a meeting of the pre-school held on 29/9/2025*



*This policy will be reviewed in February 2026*