



## **Acorns Nursery Acceptable Use Policy**

*This policy is to be read in line with the Safeguarding, E-safety, Complaints, and Whistleblowing Policy*

The use of technology is vital to support the work of staff in providing the best possible care for children in order to best support their learning and development. This policy endeavours to safeguard children and staff against the misuse of technology.

### **Internet Usage**

The internet has a fundamental role in everyday practice and it is important that those exposed to it are kept safe from the dangers it brings. At Acorns children are able to access the internet under supervision. It is used to extend their knowledge by allowing them to search for answers to their questions, and also for them to access age appropriate games that support their learning. Before allowing children to access games, staff must first check their suitability.

Staff may also use the internet to support their work. In these cases, they must ensure that any sites they use are not going to impose any risks to the setting, the children and their families or other staff members.

### **Mobile Phones**

The settings mobile is to be used as a method of contact between staff and parents. It may be necessary for staff to use their personal mobiles to contact parents, however this must only be if contact cannot be made via the nursery phone. At no point must staff use their personal phones for taking photographs or videos of the children.

Unless used for nursery purposes, staff should turn their phones to silent and store them in the cupboard when children are present. Should staff need to use their phone, they must inform the manager and use them away from the children.

### **IPads**

Staff are provided with a iPad and Tablet to use for taking photographs and videos of children, to carry out observations, and to use for carrying out work needed to support children in their learning and development. Staff may take these home to complete work on. They must only be used for work relating to the nursery and are not for personal use.

Children are able to use the iPad and Tablet to play games, take pictures, and access the internet. They only have access under supervision and are taught how to stay safe.

### **Personal laptops/computers**

To be able to undertake their job role to a high standard, staff may need to use personal laptops/computers or iPads/Tablets either within the setting or from home. Staff must ensure that no other persons have access to nursery information and that

their laptops/ipads etc are password protected. A password encrypted memory stick must also be used to save files to.

### **Emails**

There is a nursery email address which is to only be used for matters relating to the nursery. This email address is available for parents and outside agencies to make contact with the nursery. Staff must not use their personal emails to share information relating to the nursery or the children and their families.

### **Social Media**

Staff may have parents as friends on social media platforms and therefore they must be mindful of what information they are publishing. At no point should staff disclose any information regarding the nursery, staff, children or their families on social media.

Social media platforms are not a suitable way of communicating with parents regarding nursery matters. There is a designated nursery Facebook page which is only accessible to parents on which communications may be made.

### **Publishing of Photographs/Videos**

Parents must give written consent before photographs/videos can be published or used for the school website, the nursery Facebook page, the online learning journal Tapestry, or for any other purpose. Photographs/videos must only be stored on the nursery laptop, Ipad/Tablet, or an encrypted memory stick. Photographs/videos must only be taken to support staff in supporting and monitoring the learning and development of children.

If concerns are held regarding the misuse of technologies, they must be raised immediately with the nursery manager, committee lead, or treasurer.

This policy is kept up to date and reviewed every two years, or as and when required.

Completed/updated by:

Date completed/updated:

Date to be reviewed:

