



**INFORMATION**

**TECHNOLOGY, MOBILES**

**AND**

**DIGITAL MEDIA POLICY**

**AND PROCEDURES**

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# INFORMATION TECHNOLOGY, MOBILES AND DIGITAL MEDIA POLICY

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# INFORMATION TECHNOLOGY, MOBILES AND DIGITAL MEDIA POLICY

## AIMS AND LEGISLATION

It is our aim to ensure that all digital information that is used, recorded, transmitted or archived is managed in a way that will provide an environment in which children, parents and staff are safe from incorrect or inappropriate use. By so doing this will eliminate the following concerns:

- The inappropriate use of recording devices around children.
- The inappropriate use of Information Technology or other digital media..

This policy lays down clear guidelines which will ensure that everyone connected with the Nursery adheres to what we would deem as acceptable use of technology and media. In putting together this policy we have been mindful of the key objectives of the following legislation:

- The Computer Misuse Act (1990)
- The Copyright, Design and Patents Act (1988)
- The Data Protection Act (1998)
- Defamation Act (1996)
- Obscene Publications Act (1959)
- The Protection of Children Act (1978)
- The Criminal Justice Public Order Act (1994)
- The Telecommunications Act (1984)
- The Health and Safety at Work Act (1974)
- Discrimination Act (1975)
- The Race Relations Act (1976)
- The CCTV Code of Practice produced by the Information Commissioner;
- The Human Rights Act 1998;
- The Regulation of Investigatory Powers Act 2000;

Clearly there is far too much information contained in these acts to disseminate here. Furthermore, we cannot be held liable if a parent / carer or visitor to the Nursery is in contravention of the law in this regard and we have exercised all reasonable care to ensure digital data is used in a responsible manner. Please refer to the Information and Technology Acceptable Use Policy for staff and internal use for a complete view of how technology is deployed within the Nursery.

## MOBILE PHONES – PARENTS/CARERS & VISITORS

- This policy includes all devices that are capable of mobile communication including but not limited to mobile phones, iPads and other tablets, netbooks, satellite phones etc.
- The Nursery allows parents/carers and visitors to bring in personal mobile telephones and devices for their own use.

## **INFORMATION TECHNOLOGY, MOBILES AND DIGITAL MEDIA POLICY**

- Parents/carers and visitors must ensure that their mobile phones/devices are either switched off or in silent mode.
- If a call to or from the mobile is urgent then the Nursery has designated areas where the phone can be used or parents/carers and visitors are welcome to take or receive calls on the Nursery landline 01473 282811
- We would respectfully ask that parents/carers or visitors do not contact staff during working hours on their mobile phones unless in an emergency and other methods of contact have failed.
- Should inappropriate use of a mobile phone be reported or observed then the Manager may need to take appropriate action proportionate to the incident.

### **MOBILE PHONES - STAFF**

- Whilst documenting children's progress, staff are only permitted to use the nursery tablets and cameras.
- Staff must ensure that they do not have Nursery cameras and tablets on their person when they are in nappy changing rooms and toilets.
- Personal mobile phones and other digital media must be stored in staff lockers.
- During opening hours, the use of personal mobile phones and other digital media is restricted to the Staff Room only.
- Staff should also remember that use of these items outside of break times is also restricted.
- If staff have a personal emergency they are free to use one of the Nursery phones that are located in each room.
- If a member of staff needs to have their phone in close proximity (due to a family emergency or similar), prior permission must be sought from a Nursery Manager. Under these circumstances the phone must be placed in the office and the member of staff will be notified if their phone has received a call or text message.
- During group outings, Room Leaders will agree with management, the appropriate use of their own mobile phones (in order to maintain contact with the Nursery and in case of emergencies)
- Should there be any cause for concern over the inappropriate use of personal or Nursery digital devices, the Nursery Manager reserves the right to check the image contents of the devices in question.
- If inappropriate material is found, then our Local Authority Designated officer (LADO) will be contacted immediately. We will then take immediate action, following the the LADO's guidance.

### **CAMERAS AND VIDEO RECORDING**

Photographs or videos taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

## **INFORMATION TECHNOLOGY, MOBILES AND DIGITAL MEDIA POLICY**

- Parental or guardian consent must be given before the Nursery takes photos or videos of their children.
- Because some parents may have withheld their consent for photos or videos of their children to be taken by any external agent from the Nursery, we do not allow any cameras or recording devices into the Nursery (except mobile phones as per 1.2).
- From time to time it may be possible for parents to take pictures of their children in the Nursery for special events such as birthdays or Christmas parties. The Manager will advise on what is appropriate use and taking into account other parent's wishes for their own children.
- We refer you to our main IT Acceptable Use policy (staff) for information on how staff will use recording devices.

### **DIGITAL PHOTO FRAMES**

- Are not to be taken outside the Nursery.
- Only authorised images taken inside the Nursery can be displayed on the DPF.

### **CCTV**

CCTV cameras are used for the purpose of security, child settling-in sessions and internal staff training. All cameras are located in prominent positions within public and staff view and do not infringe on clinical or sensitive areas. All CCTV surveillance is automatically recorded and any breach of these Codes of Practice will be detected via controlled access to the system and auditing of the system.

- Signs have been put up to ensure staff and visitors are aware they are entering an area that is covered by CCTV surveillance equipment.
- All images are digitally recorded and stored securely within the systems hard drives, for up to 30 days when they are then automatically erased.
- Located within the IT office is the CCTV recording equipment which is only accessible to authorised staff.
- Where the images are required for evidential purposes in legal or disciplinary proceedings, a DVD-r disc recording is made and placed in a sealed envelope signed and dated and held by the Manager until completion of the investigation.
- Only persons trained in the use of the equipment and authorised by the Manager can access data.

# INFORMATION TECHNOLOGY, MOBILES AND DIGITAL MEDIA POLICY

## E- MAILS AND WEBSITE

The Nursery's main purpose in providing IT facilities for email is to support the administration, parent partnership, care and learning, and approved business activities of the Nursery. IT facilities provided by the Nursery for email should not be abused. An absolute definition of abuse is difficult to achieve but certainly includes (but is not necessarily limited to):

- Creation or transmission of material which brings the Nursery into disrepute.
- Creation or transmission of material that is illegal.
- The transmission of unsolicited commercial or advertising material, chain letters, press releases or other junk-mail of any kind.
- The unauthorised transmission to a third party of confidential material concerning the activities of the Nursery.
- The transmission of material such that this infringes the copyright of another person, including intellectual property rights.
- Activities that unreasonably waste staff effort or networked resources, or activities that unreasonably serve to deny service to other users.
- Activities that corrupt or destroy other users' data or disrupt the work of other users.
- Unreasonable or excessive personal use.
- Creation or transmission of any offensive, obscene or indecent images, data or other material.
- Creation or transmission of material which is designed or likely to cause annoyance, inconvenience or anxiety.
- Creation or transmission of material that is abusive or threatening to others, serves to harass or bully others, discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
- Creation or transmission of defamatory material or material that includes claims of a deceptive nature.
- Activities that violate the privacy of others or unfairly criticise, misrepresent others; this includes copying distribution to other individuals.
- Creation or transmission of anonymous messages or deliberately forging messages or email header information, (i.e. without clear identification of the sender) or for 'flaming'.

Parents/carers and visitors are requested to only send email to [hello@lodgeynursery.co.uk](mailto:hello@lodgeynursery.co.uk) which is a safe and confidential email address used by management only. Staff have their own room email addresses for EYFS use only.

We use email to send out a variety of document such as invoices, statements, observations and newsletters. If a parent/carer or visitor does not wish to receive email, then the Nursery

## **INFORMATION TECHNOLOGY, MOBILES AND DIGITAL MEDIA POLICY**

operates an unsubscribe policy.

### **USE OF THE INTERNET AND WI-FI**

Use of the internet in exceptional circumstances by parents/carers or visitors is permitted with the approval of the Manager and where it complies with appropriate use:

- Complies with current legislation
- Uses the internet in an acceptable way
- Does not create unnecessary risk to the Nursery by misuse

Under no circumstances will the Nursery Wi-Fi password be given out to parents/ carers or visitors.

The Nursery's website has been audited and complies with all current legislation. No material relating to parents/carers, visitors or children will be published on our web site without due consent.

### **DATA PROTECTION**

The Nursery is required to process relevant personal data as part of its operation and shall take all reasonable steps to do so in accordance with this policy.

The Nursery registers its data protection obligations each year with the ICO (Information Commissioner's Office).

Data processing may include obtaining, recording, holding, disposing, destroying or otherwise using data. The Nursery will endeavour to ensure that all personal data is processed in compliance with this policy and the principles of the Data Protection Act 1998.

Any information which falls within the definition of personal data and is not otherwise exempted will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this policy.

The Nursery may from time to time be required to process sensitive personal data regarding a child in our care. We will share this data where there is a legal obligation to do so such as in a child protection investigation.

The following must be adhered to at all times:

- Children's records must be kept in a locked cupboard or cabinet at all times.
- Information held on Instant Nursery Manager is only available to authorised staff.

## **INFORMATION TECHNOLOGY, MOBILES AND DIGITAL MEDIA POLICY**

- Staff must only have access to child data that is required to be used for the safety of the child, for example emergency contact numbers, care plan information etc, or for the purposes of fulfilling our obligations under the EYFS learning and development.
- No personal records must be removed from site unless authorised by the Manager, for example staff must not take records home.
- Record sharing can only take place with either the parents' consent or on the authority of the Safeguarding Team or LADO.
- Any documentation that needs to be destroyed must be shredded.
- Documents that are required to be retained must be stored as per Nursery guidelines.
- If a parent wishes to find out what information we hold on their child, then they should request this in writing and there may be an administrative charge of £10.

(See Data Protection Policy for Ipswich School)

## **SOCIAL NETWORKING AND INTERNET BLOGS**

The Nursery realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites. We request that if parents/carers/ visitors mention the Nursery in the context of social media that:

- Please do not invite staff members to be friends via a social network.
- Please do not discuss nursery business on any network site. All issues or concerns must be discussed with the Nursery staff or management.
- Please not to place photos from a Nursery event of any kind onto a social network site.

## **IMAGES OF CHILDREN**

We regularly take individual or group photographs of the children in our care. These images may be used for display inside the Nursery areas, in our information guide or on our website. We also use the images for teaching, observation and publicity purposes. The School has been using photographs of children in such ways for many years with no problems. However to comply with the Data Protection Act 1998 the Nursery requires permission from parents/carers to take these photographs. As a Nursery we promise to:

- Seek parental permission for images to be taken or used for teaching, observation and publicity purposes for every child in our care.
- Not identify individual children in our displays or on our website without prior parental consent
- Use only the Nursery cameras and mobile devices to take photographs.
- Ensure all staff are aware that the use of personal mobile phones to take photos or videos is not permitted – failure to adhere to this will lead to disciplinary action.



## **INFORMATION TECHNOLOGY, MOBILES AND DIGITAL MEDIA POLICY**

- Ensure that visitors are aware that the use of mobile phones to take images or record videos is not permitted.
- Strongly request that parents do not place photos taken at a Nursery event of any kind onto a social network site.
- Never use images taken at Nursery or a Nursery event and place onto a social network site without parental permission.

### **CHILD USE OF TECHNOLOGY**

- Children will use only age appropriate software in the setting.
- Only age appropriate applications will be used through our safeguarded network
- Personal details will not be shared over the Internet.
- Any inappropriate materials sent to the computer must be reported to the Manager.
- The Internet sites visited will be monitored.