

E-Safety Policy



PARKWAY PRE-SCHOOL

Statement

Parkway Pre-School has a commitment to keeping children and staff safe and healthy and the E-Safety policy operates at all times under the umbrella of the Safeguarding Policy.

Aim

To ensure the safe use of technology to enhance the work of the pre-school.

Procedures

The internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. Internet use should be carefully planned and targeted within a regulated and managed environment to show the children the benefits of accessing information from around the world to enhance their learning.

Mobile Phone

The use of personal mobile phones in the classroom by staff, parents and carers is forbidden to ensure the safety of the children. Please refer to the Mobile phone and Camera policy for further information.

Personal Tablets, iPads and any other electronic devices

Above mentioned electronic devices should not be used during the pre-school session. However, where these devices are used for whatever reason (inspection, introducing children to technology etc.), the camera component of the device must be covered by tape before they are allowed in the setting.

Setting Devices

Please refer to the Mobile Phone, Camera, and Tablets policy.

Digital Images for observation or promotional purposes

- Parent's or carer's permission will be obtained.
- Where photographs are used on the website or for promotional material and purposes, no child will be named.

Electronic Learning Journeys

Staff – All staff have individual passwords to access the “Footsteps” which are on their personal computers. These passwords must under no circumstances be disclosed to third parties. All photos downloaded for use on the database must only be kept on practitioners’

personal computers until their observations are uploaded to the central database and **MUST** then be deleted from their personal computers. All uploads done via email to the central database are encrypted which ensures safeguarding and confidentiality.

Parents – Parents will only have access to their **own** child's electronic learning journey via the parents' screen.

Computer and Internet use

- A member of staff will always supervise children while they complete age-appropriate programs.
- Internet access will be tailored expressly for educational use and will include appropriate filtering by staff.
- Staff will guide pupils in online activities that will support their learning journey.
- Copyright of materials must be respected.
- The children will be limited on the amount of time they spend accessing the computer.

On-line communication and social networking

Staff

- Social networking sites allow photographs, videos, and comments to be shared with other users. However, it is not appropriate to share work related information whether written or pictorial in this way on social networking sites, blogs, or online forums.
- Staff must not engage in activities on the internet which might bring the setting or its associated employees into disrepute.
- Staff and parents/carers should not engage each other as friends on social networking sites.
- All communication between the setting and parents/carers should occur via the setting's formal email address, or email set up by the manager, specifically.
- Any communications or content staff may publish that causes damage to the setting or any of its employees, children or families may amount to misconduct or gross misconduct and could lead to dismissal.

Parents/carers

- Parents/carers can take photos of their own children during sports day, summer fete, sponsored walks, and other events for their own use. However, they should refrain from publishing photos on social media when other children are included in these photos.

Parkway Facebook Site

Parkway Pre-school Facebook is for the purpose of informing parents and potential parents and carers, of the activities taking place at the pre-school and sharing other useful information. Photographs shared on Facebook will not include images in which the children can be identified unless their parents have given consent.

Complaints

Any complaints with regards to the appropriate use of the internet or other technologies will be handled through the Complaints procedure. Please refer to the complaints policy for further information.

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