

## **Safeguarding and Welfare Requirement: Child Protection**

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

## **1.8 ICT Acceptable Use Policy**

### **Policy statement**

The aim of this Acceptable Use Policy (AUP) is to ensure that staff and children will benefit from the technologies offered by Ashridge Nursery in a safe and effective manner.

The AUP will be revised annually. All staff will be consulted with and made aware of the AUP.

### **Ashridge Nursery e-strategy**

The Nursery employs a number of strategies in order to maximise the opportunities offered by technology and to reduce the risks associated with the use of the Internet and mobile technologies. These strategies are as follows:

- Children will only search the Internet with an adult sitting by them supervising their actions.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated on a regular basis.
- The use of the Internet and mobile technologies will be for educational purposes only.
- Adults will never disclose or publicise any child's personal information, such as addresses or telephone numbers or pictures.
- Adults will be aware that any usage, including distributing or receiving information, school related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Adults will use approved email accounts.
- Adults will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Accessing chat rooms, discussion forums, messaging or other electronic forms of communication will only be used for educational purposes and needs the permission of the Lead Practitioner.
- The Ashridge Nursery website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- All staff will read, understand, agree to and sign the AUP agreement.

### **Online Learning Journeys**

Ashridge Nursery has recently moved to an online Learning Journey system known as 'Tapestry'. The following procedures will ensure that the use of Tapestry falls within the AUT policy:

- The Nursery administrator is responsible for creating unique login information for all parents and staff.
- Each staff member will have their own username and password.
- No member of staff will share their log in information with others.
- Photographs will be taken with the Nursery tablets and used to create evidence for a child's learning and development.
- Parents will have access to view their own child's profile.

## **Sanctions for this AUT**

Misuse of the Internet or other technologies may result in disciplinary action at the discretion of the owner. Ashridge Nursery also reserves the right to report any illegal activities to the appropriate authorities.