

# Acceptable Use Policy



## Policy statement

At Jo Jo's Day Care Nursery Ltd we want to ensure that all members of our community are safe and responsible users of technology. We will support our learners to...

- Become empowered and responsible digital creators and users
- Use our resources and technology safely, carefully and responsibly
- Be kind online and help us to create a community that is respectful and caring, on and offline
- Be safe and sensible online and always know that you can talk to a trusted adult if you need help

This policy is the implementation of our safeguarding policy in relation to electronic communications of all types.

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. It is important for children to learn to be e-safe from an early age and the Nursery can play a vital part in starting this process. In line with our other policies that protect children from other dangers, there is a requirement to provide children with as safe an Internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks. Significant educational benefits should result from Internet use including access to information from around the world. Internet use will be carefully planned and targeted within a regulated and managed environment

The appointed E-safety Co-ordinator is: *Jodine Grutzmacher*, this policy is reviewed annually.

## Learners Acceptable Use Policy

- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online

## Procedures

We have a duty to ensure that children in our setting are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

Nursery Internet access will be tailored expressly for educational use and will include appropriate filtering. Staff will guide children in online activities that will support their learning journeys.

The Nursery Manager will ensure that the appropriate filters are applied to the PC & Laptop within Nursery. There are different logon passwords for children and adults within the setting.

## The Nursery Staff are responsible for:

- monitoring the websites being used by the children during Nursery sessions
- ensuring that material accessed by children is appropriate
- ensuring that the use of any Internet derived materials by staff or by children complies with copyright law
- ensuring that the Nursery Manager is informed immediately If staff or children discover unsuitable sites have been accessed on the Nursery PC or Laptop, so that the filters can be reviewed.

The Internet is also used in the Nursery to support the professional work of staff, to allow effective planning and source resources. Staff may use the staff logon after nursery sessions for this purpose. Staff must ensure they logout immediately after they have finished. Staff access to the Internet is recorded in a book showing who accessed what, for what purpose and timings. Unsuitable sites must NOT be accessed by Nursery Staff. A breach of this policy will be considered to be gross misconduct by staff and will be dealt with accordingly.

## Nursery Website

The point of contact on the Nursery website ([www.jojosdaynursery.co.uk](http://www.jojosdaynursery.co.uk)) will be the Nursery address, Nursery email and telephone number. Staff or children's home information will not be published. Website photographs that include children will be selected carefully and children's names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers for featuring their child on the website is requested when each child starts at the Nursery and parents/carers wishes are followed at all times.

### **Managing e-mail**

Children will not have access to e-mail. The Manager will have access to the Nursery e-mail address on the Office computer where she works. This address will not be used for personal e-mail. All staff members are given an email for work use only and access to a work email for their designated nursery rooms. The rooms email address can be used to communicate with parents, for information updates on their children's care and development. Any electronic communication, which contains any content that could be subject to data protection legislation, will only be sent using secure and encrypted methods. All information shared via email will be in accordance with data protection legislation.

### **On-line communications and social networking**

Although the Nursery has a Facebook/Instagram/Tik Tok page for information for parents only, On-line chat rooms and social networking sites such as Facebook/Instagram/Tik Tok will not be used at the Nursery. Staff will not discuss individual children or the setting on Facebook/Instagram/Tik Tok or any other social networking site. It is Nursery policy that staff are not 'friends' with parents/carers on any social network site.

### **Mobile Technologies**

Mobile Phones owned by Staff members are stored in a security safe box locked away in the reception during Nursery hours or they can be kept in their personal bag in the staffroom. Staff may access their phones during their lunch break within the office or outside the nursery premises.

### **Cameras**

The labelled cameras we have are used specifically for our use in nursery, for recording images of children's activities and achievements. The cameras will be used inside the nursery rooms and in the outside area only. The cameras will be stored in a locked cupboard. Photographs will be used for displays and observations and will remain within nursery premises. Photographs taken by parents at nursery events such as sports day & the Christmas concerts, should be for personal use only and MUST NOT BE uploaded to social networking sites if the image contains children other than their own.

### **CCTV**

The Nursery has had CCTV installed for reassurance to the parents/carers and staff within the setting. Please look in our CCTV POLICY for further information.

### **Handling of E-Safety Complaints**

- Complaints of e-safety misuse will be dealt with by the Designated Safeguarding Officer (Jodine Grutzmacher).
- Any complaint about staff misuse of the internet must be reported to the Designated Safeguarding Officer.
- The nursery's complaint procedure will be followed in the event of any cases of misuse that arise

### **Please also see within our Main Safeguarding Folder:**

- Child/Parent Acceptable Use Policy
- Staff Acceptable Use Policy
- Visitors/Volunteers Acceptable Use Policy
- WiFi Acceptable Use Policy
- Official Social Networking Acceptable Use Policy

**Date Monitored:** 15.01.21

**Name:** Jodine Grutzmacher (Manager)

**Signature:**

**Name:** Rachel Bekeley (Deputy Manager)

**Signature:**

**Review Date:** January 2022

## Usage Policy

### Appendix 1

#### Bring Your Own Device (BYOD) Checklist

**This checklist refers to all BYOD (Laptop, Tablet, Smart Phone, etc.).**

**I confirm as an employee of Jo Jo's Day Care Nursery Ltd that my BYOD meets the following requirements:**

- Operating systems and applications up-to-date.
- System access password/passcode established.
- Up-to-date antivirus software installed/appropriate certificates.
- Location settings on.
- System in place so that smart devices can be deleted remotely.
- BYOD has not been rooted or jailbroken devices.
- Ensure third parties do not have access to your devices and its contents.
- It is forbidden to transfer document/files from our servers onto other storage media or systems not owned or controlled by Jo Jo's Day Care Nursery Ltd.
- Agree to inform line-manager promptly if device is lost or stolen, or will be replaced, upgraded, or sold.
- Agree to an annual check to ensure compliance.
- If the above terms cannot be followed Jo Jo's Day Care Nursery Ltd have the right to restrict you from using your personal device/s for work purposes.

Employees are responsible for backing up personally-owned data on a BYOD device to prevent it from being lost in the event the device has to be wiped.

#### Disclaimer

Jo Jo's Day Care Nursery Ltd accepts no liability in respect of any loss/damage to personal ICT devices. The decision to bring and use a personal ICT device is your responsibility, as does the liability for any loss/damage that may result from the use of a personal ICT device. By bringing a personal ICT device you accept this disclaimer and agree to abide by this policy.

**Employee Name:**

**Line Manager Name:**

**Employee Signature:**

**Line Manager Signature:**

**Date:**

**Date:**

## ICT Usage Policy

## Appendix 2

Dear Parent/Carer

All children that access Jo Jo's Day Care Nursery Ltd use computer facilities and internet access, as an essential part of learning as required by the EYFS. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops, tablets, table tablets, smart screens, and other digital/smart devices
- The Internet, which may include search engines and educational sites
- Interactive learning tools, games consoles and other games-based technologies
- Digital cameras, webcams and video cameras

We recognise the essential and important contribution that technology plays in promoting children's learning and development, and believe it offers a fantastic range of positive activities and experiences. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that children are safe when they use our internet and systems. This includes: only using of devices that are certified and secured, and provide appropriate supervision at all times.

- We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. To support the setting in developing your child's knowledge and understanding about online safety, we request that you read our Acceptable Use Policy - Early Years Statement for Children with your child and discuss the content.

*We understand that your child is too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision-making process, and believe a shared commitment is the most successful way to achieve this.*

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Full details of the settings online safety policy are available on the settings website or available upon request. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- [www.childnet.com](http://www.childnet.com)
- [www.nspcc.org.uk/online-safety](http://www.nspcc.org.uk/online-safety)
- [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- [www.internetmatters.org](http://www.internetmatters.org)

Should you wish to discuss the matter further, please do not hesitate to get in touch.

Yours sincerely,

Setting Manager