

# St Marychurch Pre-school

## Email/Website/Social Networking Policy

### Statement of intent

We believe the safety of children within our setting is of the highest priority and to this end we understand that a wide range of rapidly developing communications technologies, such as the use of email, websites and social networking sites within the pre-school is an essential and integral part of everyday life and has the potential to enhance learning. St Marychurch Pre-school currently considers the benefits of using such technologies for education outweighs their risks or disadvantages and should be used in a positive and responsible way. However, practitioners, parents and children need to be aware of the risks associated with sharing images and with posting digital images on the internet. These images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

### Aim

The Pre-school does not allow the use of information to be sent by email, blog, social networks, without prior permission of the manager or chairperson. We aim to ensure a safer and appropriate use of such forms of communication through agreed acceptable use of procedures. This is to be in line with legislative requirements and will aim to respect the rights of all individuals.

### Methods

- The website/email/social networking policy will apply to all individuals who are to have access to and/or be users of work-related laptop equipment and other devices. This will include parents, carers, practitioners, the manager and committee members. This list is not to be considered exhaustive.
- The website/email/social networking policy will apply to the use of any equipment receiving and forwarding any communication.
- All personal/sensitive data cannot be sent via email or transferred on other devices unless they are (encrypted/encoded). This includes any data related to a practitioner or children.
- Photographs published on emails or elsewhere that include children will be selected carefully and will comply with good practice guidance on the use of such images.
- Children's full names will not be used anywhere on a website, blog, social networking sites, particularly in association with photographs. No faces of children will be shown on any of these forms of communication.
- We maintain a list of children whose parents do not wish their image to appear on our website or be distributed outside of the building in which the Pre-school operates. The photographs may be used within the building.
- All practitioners must ensure they comply with the Data protection by making sure that all personal data is kept safe all times, minimising the risk of its loss or misuse. Should there be any breach in security parents will be informed.
- When using emails/blogs or social networking sites users need to be aware that such communications may be monitored. Users must report immediately to the Manager or Chairperson, the receipt of any email/blog or social networking communication that makes them feel uncomfortable, is offensive, threatening or bullying in nature and they must not respond to any such form of communication.
- Employees should be careful that comments cannot be perceived as damaging to the Pre-schools reputation and should not assume that their entries on any website will remain private and they should never send or post abusive or defamatory messages, even if this occurs outside of working hours.
- Any digital communication between practitioners and children, or parents and carers (such as email, chat, blog, social networking communication) must be professional in tone and content. These communications may only take place on the officially monitored lap-top or equipment agreed by the Manager or Chairperson. Any sensitive personal information should not be posted on the Pre-school website.

- Unacceptable and inappropriate activities should not be engaged in, within the Pre-school context and users should not engage in these activities in Pre-school or outside Pre-school when using equipment or work associated with the Pre-school.
- Should an inappropriate comment or photograph be placed by a parent/practitioner on an email, or on a website/social networking media site then the site will be shut down for a period of time whilst the matter is being dealt with.
- Employees should also give careful consideration as to who is accepted as a 'friend' on social networking sites, in case this may lead to an employee finding themselves in a compromising situation.
- St Marychurch Pre-school expects high standards of its employees in regards to professional and personal conduct.

## **Curriculum**

- Use of the internet during the Pre-school session by the Manager and Supervisor to show children sites to enhance the curriculum is allowable.
- Use of video broadcasting such as information contained on You Tube and the use of social networking sites and blogs is to be acceptable to the Manager and Chairperson and carried out by authorised users.
- All practitioners are allowed to take digital and video images to support educational aims, but must follow the Pre-schools policy concerning the sharing, distribution and publication of those images. Those images should only be taken on Pre-School equipment, the personal equipment of practitioners, including mobile phones, should not be used for such purposes without the permission of the Manager or Chairperson.
- Care should be taken when taking digital and video images that children are appropriately dressed and are not participating in activities that might bring the individuals or the Pre-school into disrepute.

When using communication technologies St Marychurch Pre-school considers the following as good practice:

Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on material, remarks, proposals or comments that contain or relate to:

Images of child sexual abuse

Promotion or conduct of illegal acts, such as under the child protection, obscenity, computer misuse and fraud legislation

Pornography or adult material that potentially breaches the Obscene Publications Act in the UK

Promotion of any kind of discrimination, racial or religious hatred

Threatening behaviour, including promotion of physical violence or mental harm

The use of any other information which may be offensive to anyone associated with the Pre-school, or brings the Pre-school into disrepute.

Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions

Revealing or publicising confidential or information such as financial, personal information, unless agreed by the Manager or Chairperson.

Databases, computer network access codes and passwords

Creating and using computer viruses or other harmful files

On-line gambling

On-line shopping/commerce and use of social networking sites must be acceptable to the Manager and Chairperson.

Email/Website/Social Networking Policy continued.....

The Manager and or Chairperson will authorise all access rights and then all users agree to use appropriately ensuring confidentiality at all times. The system is accessed by passwords. Passwords are changed immediately if a staff member is aware that an unauthorised person has learnt the password.

Signed: \_\_\_\_\_

Position: Chairperson

Dated: \_\_\_\_\_

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.