

Online Safety Policy

Children

The children within the setting are able to use the computer and the tablets or iPads to use educational games and watch educational videos. This will be monitored at all times by a member of staff and screen time will be appropriately spread throughout the day with only 5-10-minute intervals at a time for the use of an electronic device or computer. The use of child friendly and age appropriate educational games may be downloaded onto nursery tablets and must be monitored whilst in use of a child by a staff member. The preschool computer has all of the up to date safety measures for child use and the correct parental controls are enabled to ensure the safety of all children whilst using the computer. Children are not to bring in their own electronic devices, if a child does bring theirs in then the **Mobile phone/Camera policy/electronic devices policy** must be followed.

Staff/ Adults

All staff are designated an iPad, Pod or Tablet, this is owned by Springboard Nursery but are the sole responsibility of the person who the iPad, Pod or tablet has been designated to. A small number of staff have used their own iPad or tablet for work use, this is to be set up separate to any other personal device they may have and must be used solely for work purposes. This is checked by nursery management to make sure there are no other accounts linking to the iPad and to make sure there are no unsuitable applications on the electronic device as well as checking that all personal items have been removed from the device. The electronic devices are to be used only for work related activities, such as using them to play educational videos, educational and age-appropriate games and can also be used to access different guidance and procedures that is used within early years' settings.

If any parents/ carers or visitors of the nursery bring in any electronic devices, please refer to the **Mobile phone/Camera policy/electronic devices policy**.

The use of Facebook, Twitter, Instagram and personal emails is strictly prohibited on electronic devices and computers within the setting. All senior staff and management have the use of the nursery Facebook/ Instagram page, this must be used by the 'pages' application and not the Facebook application. Photos of children joining in activities can be shared as long as the individual child has prior permission for use of their photos on social media, this can be checked on Family. The social media pages can also be used to share information about upcoming events and opportunities that may arise. All senior and management staff have their own work emails, these are to be used for the sole purpose of work and should be made available to look at any point by the nursery manager/ deputy manager.

The use of the internet on electronic devices and computers within the setting should be used only for work related topics, this should not be used for personal use. If a staff member is found to be using the electronic devices or computer for anything other than work related subjects, then this will be challenged, and the disciplinary route will be followed according to the nature and seriousness of what the devices have been misused for.

All electronic devices and computers that are used within the nursery setting can be checked at any time at the discretion of the Manager, all passwords must be made available to the Nursery Manager when requested if a staff member refuses to have their device checked or to give any passwords associated to the electronic devices then the disciplinary route will be taken.



Springboard Nursery, Policies and Procedures

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023