

## ICT Policy and Social Media Policy

Our policy on ICT use and Online Safety Technology has developed over recent years. Children and young people will often be the first to embrace new technologies. Information and communication technology (ICT) has had, and will continue to have, a profound effect on the way we communicate. For example, texting, instant messaging and emailing are considered for many a normal and accepted means of 'written' communication.

ICT encompasses a wide range of media application and connecting methods, which are continually changing and advancing.

These include: Computers and laptops- access to fixed and mobile internet, email, chat rooms, blogs, social networking sites, podcasts, instant messaging and location based technologies such as Latitude and GPS. Wireless and Broadband access, mobile phones with internet access, Bluetooth, cameras, videos, WiFi and more. Gaming – online and game consoles, such as Wii or PSPs, many of which can be connected to other devices Video broadcasting and music downloading, Digital cameras, whiteboards. The Early Years Foundation Stage (Dfes, 2008) advises early years settings to include ICT within the curriculum and states that children should 'Find out about and identify the uses of everyday technology and use information and communication technology and programmable toys to support their learning.' Practitioners at Flying Start Preschool are aware of the importance of the children's needs to develop skills using a variety of ICT equipment. With consideration to this we regard safety and security of the children to be paramount.

### Aims:-

- ICT will be incorporated into all curriculum areas and a wide selection of equipment and toys are available. A list of the ICT equipment can be found in the lights room on the Continuous Provision sheets.
- Use ICT appropriately throughout the setting.
- Enable and encourage children to investigate and identify the uses of technology that surrounds them in their everyday lives.
- Enable and encourage children to use a range of ICT equipment such as computers and programmable toys to support their learning and communication.
- Integrate technology into role play to reflect the world around us.
- Ensure that all children including those with Special Educational Needs have access to all ICT equipment.
- Encourage children to learn to work individually and collaboratively.
- To provide tools and instructions to help teach the children to use and operate equipment, also giving adult support when needed.
- Encourage children to work co-operatively, share knowledge, skills and enjoyment, and to communicate with each other.
- Provide children with a wide range of familiar resources which are intuitive and accessible to develop their technological understanding.
- Time will be monitored according to the individual child's needs.
- Enable and encourage children to use a range of ICT equipment such as computers and programmable toys to support their learning and communication.
- Support children's learning of ICT in the garden, playground and extended environment through photographs, visits and outings.
- Staff are made aware of how to use the equipment and programmes and ensure that they are appropriate for the children. Staff are helped to increase confidence and enthusiasm in their own use of ICT to be able to adequately support children's learning.

In order to protect our facilities staff need to be responsible to retain confidentiality and professionalism in regard to social networking site use such as Facebook.

Our Confidentiality Policy must be adhered to at all times, even outside of working hours. It is important to maintain your status as a professional childcare worker and therefore we would urge you to think twice before fostering online friendships with parents. Disciplinary action could result if the nursery is brought into disrepute.

The pre-school accepts that employees and volunteers have the right and will use the Internet and therefore the following procedures have been put in place.

- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all time.
- If any of the above points are found to be happening and/or the nursery is brought into disrepute, then the member of staff involved will face disciplinary action, which could result in dismissal.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>
<i>09/11/2021</i>	<i>Sarah Maynard</i>