

## Online Safety

### E-Safety Policy (including mobile phones, cameras and any other digital media devices)



#### Statement

Wroughton Preschool has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of our Child Protection Policy. The e-safety policy is the implementation of the Child Protection policy in relation to electronic communications of all types.

#### 1. Why is internet use important?

- The internet can be used to support learning as well as for social and personal development activities. It can motivate, engage and develop self-esteem, confidence and as a tool for the development of social capital. It is now regarded as a necessary tool, in settings, for practitioners and children.
- Internet access is an entitlement for children and young people who show a responsible and age appropriate approach to its use.
- The internet is an essential element for education, business and social interaction. Wroughton Preschool has a duty to provide children and young people with quality Internet access as part of their experience.

#### 2. How will internet use enhance learning and personal and social development?

- Internet access for children and young people will be designed for educational aspects of social and developmental use and will include age appropriate filtering
- Guidance about appropriate Internet use will be part of the support for children and young people
- All practitioners will guide children and young people in online activities that will support their developmental and learning outcomes.

#### 3. How will internet access be authorised?

- All users of the internet will need to agree to responsible internet use
- For younger users, access to the internet will be closely supervised by an adult allowing access to specific and agreed sites only.

#### 4. How will filtering be managed?

- A designated senior member of staff, Claudine Woodman or Zena Warburton will manage the permitting and banning of additional web sites identified by Wroughton Preschool as being suitable or unsuitable for preschool children.
- If practitioners or children discover unsuitable sites, the URL (address) and content must be reported to Claudine Woodman or Zena Warburton.
- Wroughton Preschool will work in partnership directly with parents/carers, Local Authority and Swindon LSCB, indirectly with the Department for Education to ensure systems to protect children and young people are reviewed and improved.

- If practitioners or children and young people discover unsuitable sites, the URL(address) and content must be reported to their Internet Service Provider (e.g. Virgin Media etc) via Claudine Woodman or Zena Warburton. (See the “contacts” section, for details)
- Claudine Woodman or Zena Warbuton will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the setting or organisation believes is illegal must be referred to the Internet Watch Foundation (<http://www.iwf.org.uk>)
- If a second-hand computer is purchased or donated to the setting, the designated person will ensure (with help from someone qualified in this area) that no inappropriate material is stored on it before children use it.

#### **How will the risks be assessed?**

- In common with other media such as magazines, books and DVDs, some material available via the Internet is unsuitable for children and young people. Wroughton Preschool will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer. Wroughton Preschool cannot accept liability for the material accessed, or any consequences of internet access
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990
- The e-safety lead for Wroughton Preschool will have an awareness of current e-safety advice and will embed this within the work with children and young people. The senior practitioners Claudine Woodman or Zena Warburton for Wroughton Preschool will ensure that the Internet policy is implemented and compliance with the policy monitored.

### **6. Managing content**

- If an unsuitable site is discovered, the URL (address) and content must be reported to the appropriate Internet Service Provider that your organisation uses.
- If appropriate, specific activities will be included within the work that Wroughton Preschool undertakes to allow all children and young people to develop their media literacy skills

#### **6.1 How should website content be managed?**

- Written permission from parents or carers will be obtained before photographs of children and young people under the age of 16 are published on the setting’s web site or Facebook page
- Website photographs that include children and young people will be selected carefully and will not enable individuals to be clearly identified.
- Full names of children and young people should not be used anywhere on the website or Facebook page, first names will only be used in association with photographs
- Where audio and video are included (e.g. Podcasts and Video Blogging) the nature of the items uploaded will not include content that allows the children and young people, under the age of 16 to be identified.
- The committee chair will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **7 Communication**

### **7.1 Managing e-mail**

- Wroughton Preschool will promote safe use of e-communications to other practitioners, professionals, parents/carers, children and young people.
- Wroughton Preschool will not use e-communications with children as part of its work and children will not be provided with individual accounts for email.
- Emails sent to an external organisation will be written carefully and in the same way as a letter written on headed paper.

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

- The use of online chat will not be permitted.
- Underage children and young people will not be allowed access to social networking sites. The minimum age limit for accessing social networking sites is usually 12.
- Social networking sites may be allowed for specific purposes, e.g. teaching e-safety.

### **Mobile technologies and devices**

#### ***Mobile phones – children***

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in a locked drawer until the parent collects them at the end of the session.

#### ***Mobile phones***

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before its use Wroughton Preschool is allowed, e.g. wifi enabled notebooks or smart watches.
- Parents/carers, committee members, volunteers or visitors are not permitted to use personal mobiles for calls or photographs whilst on the premises and provision will be made to safely store personal phones.
- Staff must ensure there is no inappropriate or illegal content on the device.
- Staff and volunteers should ensure that their mobile phones are left in a red metal box in the kitchen area, so that they are visible to all staff. The personal mobile phones may be switched on but must remain unobtrusive.
- Staff must ensure there is no inappropriate or illegal content on the device.
- Staff's personal mobile phones may be used in the kitchen area where there are no children present, with permission from the Supervisor. Personal mobile phone calls may only be taken or made with the agreement of the setting Supervisor bb r ty,m .
- On outings staff mobile phones are kept in the Preschool bag and left with another member of staff when on toilet duty.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings, or in the setting.
- Visitors will be advised of a quiet space where they can use their mobile phone and there are no children present.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

#### ***Use and/or distribution of inappropriate images***

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed.
- Staff are aware that grooming children and young people on line is an offence. Any concerns about a colleague's or others' behaviour are reported (as above).
- It is the responsibility of all members of staff to be vigilant and report any concerns (or non-compliance) to Claudine Woodman or Zena Warburton.
- Concerns will be taken seriously, logged and investigated appropriately (see "Allegations against staff" in Safeguarding Children and Child Protection Policy)
- The Supervisor reserves the right to check the image contents of a member of staff's or volunteer's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal. The Committee Chair will also be informed.
- If there are any concerns about the Preschool Supervisor, the member of staff with those concerns will contact LADO directly.

### ***Cameras, photos and videos***

- Photographs/videos taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs/videos are taken and stored appropriately to safeguard the children in our care.
- Upon registration at the setting, parents/carers sign consent for photographs to be taken for use in the child's online learning journal (and videos only for journal)
- Further permission will be attained from parent for photographs to be used on the preschool website and in other advertising material. Such use is monitored by the manager. If permission is not given the Wroughton Preschool will respect the parent's wishes.
- Only the designated setting camera and staff ipads are to be used to take such photographs/videos as referred to above.
- In order to update the children's online learning journals, parents give permission for their child's key person to work on it at home/outside of the setting using their password protected ipad.
- Members of staff must not bring their personal cameras or video recording equipment into the setting.
- Images/videos of the children must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. Under no circumstances must cameras of any kind be taken into the toilets.
- All staff are responsible for the location and storage of the camera; this should be placed in the kitchen area when not in use. Staff ipads are kept securely and out of reach of the children when not in use.
- The camera must be locked away in the cupboard at the end of every session. Images taken and stored on the camera are downloaded (to the setting laptop, which is password protected) as soon as possible, ideally once a week. Once downloaded, the images are deleted from the camera.

- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.

### **Electronic learning journals for recording children's progress**

- Wroughton Preschool use the Interactive Learning Diary Online Learning Journal. A risk assessment is completed with details on how the learning journal is managed to ensure children are safeguarded.
- Staff adhere to the guidance provided with the system at all times.

### **Introducing the policy to children and young people**

- Rules and rights for Internet access will be posted in all areas where computers are used.
- Support for responsible and safe use should precede Internet access
- Children and young people must be informed that Internet use is monitored
- The teaching of e-safety will be part of the provision for all children and young people. It will include key messages that are age and maturity appropriate, such as keeping personal information safe, dealing with cyberbullying, knowing who to tell if there is inappropriate content/contact on-line. Children are taught the following stay safe principles in an age appropriate way prior to using the internet; - only go on line with a grown up - be kind on line - keep information about me safely - only press buttons on the internet to things I understand - tell a grown up if something makes me unhappy on the internet
- All ICT devices for use by children are located in an area clearly visible to staff.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk)

## **9. Families, carers, childminders, staff, setting managers, committee members and e-safety**

- Adults' attention should be drawn to the e-safety policy in newsletters, Wroughton Preschool Welcome information pack and/or the preschool's website
- Regular information will be provided to parents and carers about how to ensure they can work with Wroughton Preschool to ensure resources are used appropriately
- A partnership approach with parents and carers should be encouraged. This could include awareness-raising meetings, newsletters and hands-on sessions and suggestions for safe internet use at home.
- Advice on filtering systems, educational and leisure activities that include responsible use of the internet should be made available to parents.
- Interested parents should be referred to organisations such as Child Exploitation Online Protection Service, Childnet International, PIN - Parents Online and NCH - Action for Children.
- Committee members (and occasionally staff) use their personal ICT equipment to access emails and for Preschool work. Preschool owned laptops and ipads are also taken home by staff for work use. An Acceptable Use Policy is signed by all committee members and members of staff who work on ICT equipment (whether Preschool owned or not) at home, to confirm that if using personal ICT equipment it

is password-protected, has virus protection installed and that no-one other than the staff or committee member is able to access Preschool related emails or work.

- Staff and committee members send personal information by encrypted email and share information securely at all times.

#### **10. Consulting with practitioners and their inclusion in the E-safety policy**

- All practitioners should be consulted about the contents of this policy to ensure that the use of the internet and mobile technologies supports their work with children and young people in a safe environment.
- All practitioners should be required to see and sign the policy for responsible e-mail, network and internet use as part of their induction.
- The consequences for internet and mobile phone/Persona, Digital Assisted technology/technology misuse should be clear so that all adults are confident to apply this should the situation arise (e.g. supervised access, withdrawal of access)
- Practitioners should be aware that internet traffic is monitored and reported by other internet service providers and can be traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of internet use is a sensitive matter. Practitioners who operate monitoring procedures should be supervised by senior practitioners and/or committee members.
- Community and any other non-setting users of Wroughton Preschool ICT facilities must sign the acceptable user policy before being granted access.
- Practitioner development in safe and responsible internet use will be provided as required by the setting.
- During session times, only ICT equipment belonging to the setting is used by staff (for Preschool work) and by children (with staff supervision) to access age appropriate resources. See Mobile phones section above for information about staff using their personal mobile phones during session times.
- All ICT equipment is password-protected, has virus protection installed and is locked away safely in the setting when not in use.

#### **11. How will complaints be handled?**

- Responsibility for handling incidents will be delegated to Claudine Woodman or Zena Warburton.
- Any complaint about practitioner misuse must be referred to the Supervisor or Committee Chair.
- Parents and children and young people will need to work in partnership with practitioners to resolve issues should they arise.
- The ICT Misuse Policy will be implemented.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
  - Interview/counselling by a designated senior practitioner
  - Informing parents or carers
  - Removal of internet or computer access for an identified proportional amount of time
  - Supervised access.

## **Glossary of Terms**

Blog - Short for Web Log; an online diary

DfE - Department for Education

Friending - Add (someone) to a list of contacts associated with a social networking website

Podcast - a downloadable sound - recording that can be played on computers and MP3 players

SWGfL - South West Grid for Learning, which provides Internet access and associated managed services to all schools in the South West

Social networking - websites that allow people to have “pages” that allow them to share pictures, video and sound and information about themselves with online friends

Video blogging - online videos that can be uploaded via a web cam

Web 2 Technologies - a collection of online web services that are based around communicating/sharing information

### **Useful Contacts**

CEOP (Child Exploitation and Online Protection Centre) - [www.ceop.org.uk](http://www.ceop.org.uk)

Childnet International - [http://www.childnet](http://www.childnet-int.org) - int.org

PIN – Parents Information Network - <http://www.pin.org.uk>

Parents Online - [http://www.parents](http://www.parents-online.net) - online.net

NCH Action for Children - <http://www.actionforchildren.org.uk>

Filtering - Contact [filtering@swgfl.org.uk](mailto:filtering@swgfl.org.uk) if a web site needs to be blocked.

Internet and monitoring logs - <http://monitoring.swgfl.org.uk> (N.B. a password and ID will be needed to access this site, available from the SWGfL help desk: 0845 307 7870 or [support@swgfl.org.uk](mailto:support@swgfl.org.uk))

IWF – the Internet Watch Foundation - <http://www.iwf.org.uk>

Think U Know for Parents - [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)

### **Further guidance**

NSPCC and CEOP Keeping Children Safe Online training: [www.nspcc.org.uk/what-you-can-do/get-experttraining/keeping-children-safe-online-course/](http://www.nspcc.org.uk/what-you-can-do/get-experttraining/keeping-children-safe-online-course/)

### **Related Policies**

- Safeguarding Children & Child Protection Policy

- Whistleblowing
- Acceptable Use Policy
- Internet Policy
- ICT Misuse Policy
- Camera & Image Policy
- Social Networking Policy
- Mobile Phone & Mobile Technology Device Policy

### Authorisation & Review

This policy was adopted at a meeting of Wroughton Preschool

Held on 21<sup>st</sup> February 2018

Date to be reviewed October 2018

Signed on behalf of the management committee

Name of signatory Alexandra Powell

Role of signatory (e.g. chair/owner) Chairperson



## Acceptable Use Agreement of Laptops for Practitioners/Chair at Wroughton Preschool 2017



1. The Laptop is allocated to \_\_\_\_\_ (Named practitioner/Chair and is their responsibility. If another member of the team borrows it, the responsibility still stays with the individual allocated. Only Wroughton Preschool group staff and children within the setting should use the laptop
2. The laptop remains the property of Wroughton Preschool.
3. All laptops storing sensitive information should have software to encrypt the data
4. All laptops storing sensitive information should have password protected screen savers that will appear after two minutes
5. Any unnecessary data should be deleted from the setting laptop immediately
6. When in the setting and not being used, the laptop should be switched off and kept secure
7. Whenever possible, the laptop should not be left in an unattended car. If there is a need to do so it should be locked in the boot
8. The laptop should not be taken on a trip, outing and must not be taken abroad
9. Practitioners may load their own software onto the laptop but it must be fully licensed, age appropriate and with authorisation from the setting manager
10. If any removable media is used then it should be checked to ensure it is free from any viruses and should be saved on an encrypted memory stick
11. It will be the responsibility of the setting manager to ensure virus protection software that has been installed on the laptop is kept up to date
12. Practitioners should not attempt to significantly alter the computer settings without express authorisation from the setting manager
13. Children and young people must never use the laptop without adult supervision and knowledge
14. When being transported, the carrying case supplied should be used at all times
15. The laptop would be covered by normal household insurance whilst away from the premises. If not, it should be kept in the setting and stored securely at all times when not in use.

Name:

Signature:

Date:

## Acceptable Use Agreement of Ipads for Practitioners at Wroughton Preschool 2017



1. The Ipad is allocated to \_\_\_\_\_ (Named practitioner/Chair and is their responsibility. If another member of the team borrows it, the responsibility still stays with the individual allocated. Only Wroughton Preschool group staff and children within the setting should use the Ipad.
2. The Ipad remains the property of Wroughton Preschool.
3. All Ipads storing sensitive information should have software to encrypt the data
4. All Ipads storing sensitive information should have password protected screen savers that will appear after two minutes
5. Any unnecessary data should be deleted from the setting Ipad immediately
6. When in the setting and not being used, the Ipad should be switched off and kept secure
7. Whenever possible, the Ipad should not be left in an unattended car. If there is a need to do so it should be locked in the boot
8. The Ipad should not be taken on a trip, outing and must not be taken abroad
9. Practitioners may load their own software onto the Ipad but it must be fully licensed, age appropriate and with authorisation from the setting manager
10. If any removable media is used then it should be checked to ensure it is free from any viruses and should be saved on an encrypted memory stick
11. Practitioners should not attempt to significantly alter the Ipad settings without express authorisation from the setting manager
13. Children and young people must never use the Ipad without adult supervision and knowledge
14. When being transported, the carrying case supplied should be used at all times
15. The Ipad would be covered by normal household insurance whilst away from the premises. If not it should be kept in the setting and stored securely at all times when not in use.

Name:

Signature:

Date:

**Acceptable Use Agreement for responsible e-mail, network and internet use for practitioners & committee members of Wroughton Preschool 2017**



1. I will use all ICT equipment issued to me in an appropriate way. I will not:

- Access offensive websites or download offensive material
- Make personal use of the internet or e-mail.
- Copy information from the internet that is copyright or without the owner's permission or acknowledging copyright as appropriate
- Place inappropriate material onto the internet
- Communicate information that could be considered to be offensive or otherwise inappropriate
- Disregard my responsibilities for security and confidentiality
- Download files that will adversely affect the security of the laptop and network.
- Access the files of others or attempt to alter the computer settings

2. I will act on-line as I would off line, in accordance with Wroughton Preschool code of conduct

3. I will only access the system with my own name and registered password, which I will keep secret and safe

4. I will inform the manager of Wroughton Preschool as soon as possible if I know my password is no longer secret

5. I will always log off the system when I have finished working

6. I understand that Wroughton Preschool may, in line with policy, check my computer files and e-mails and may monitor the internet sites I visit.

7. I will not open e-mail attachments unless they come from a recognised and reputable source. I will bring any other attachments to the attention of the setting manager

8. All joke e-mails are potentially damaging and undesirable and therefore should not be used

9. I will report immediately any unpleasant material or messages sent to me

10. I understand that a criminal offence may be committed by deliberately accessing internet sites that contain certain illegal material

11. Equipment belonging to Wroughton Preschool will not be used for personal financial gain, gambling, political purposes or advertising and is forbidden

12. I understand that if I do not adhere to these rules, my network access will be suspended immediately, the laptop/lpad removed and that other disciplinary consequences may follow.

Name:

Signature:

Date:

## **Acceptable use Agreement of cameras & mobile phones by practitioners, parents, committee members, volunteers and visitors**



### **Statement of intent**

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used or shown. Our aim is to help eliminate the following concerns: 1) Staff being distracted from their work with children 2) The inappropriate use of mobile phone cameras around children

### **Aim**

Our aim is to:

- Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following acceptable use policy:

### **Mobile Phones**

- The setting allows staff to bring in personal mobile telephones and devices for their own use with agreed procedures for storage and use
- Under no circumstances does the setting allow a member of staff to contact a current child or parent/carer using a device other than that belonging to the setting
- Users bringing personal devices into setting must ensure there is no inappropriate or illegal content on the device
- All staff must ensure that their mobile telephones/devices are left with their personal belongings or agreed storage throughout contact time with children
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area away from children
- If a member of staff has a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the designated staff area of the setting
- If any staff member has a family emergency or similar the setting number should be used. If circumstances require the practitioner to keep their mobile phone to hand, prior permission must be sought from the manager and the mobile phone should be accessed in the presence of the manager
- Staff should ensure that the manager has up to date contact information and that staff make their own families, children's schools etc. aware of an emergency work telephone numbers. This is the responsibility of the individual staff member
- All parent helpers/students will be requested to place their phone in the appropriate place and not take calls in work contact time
- During group outings nominated staff only will have access to the setting's mobile phone, which is used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns of other staff's behaviour immediately to the manager or another party such as Ofsted or Local Authority Designated Officer (LADO).

- Concerns will be taken seriously, logged and investigated appropriately (in accordance with LSCB procedures, under the whistleblowing/allegations against staff policy).
- The manager, in her absence, reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then the LADO will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's disciplinary action.

## Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. This includes mobile phone photographs.

- Only the designated setting camera or mobile phone is to be used to take any photo within the setting or on outings.
- Images taken on this device must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera. At all times, the camera must be placed in a prominent place where it can be seen.
- The camera must be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible (usually within a week).
- Images must only be down-loaded by the nominated senior member of staff, currently Claudine Woodman. Ideally images should be downloaded on-site. Should this facility not be available these may be downloaded off-site and erased from the computer as soon as the images have successfully been printed.
- Photographs should then be recorded in children's learning journeys as soon as possible and kept secure.
- Under no circumstances must cameras of any kind be taken into the bathrooms or changing areas without prior consultation with the manager or leader.
- Failure to adhere to the contents of this policy may lead to disciplinary procedures and criminal charges being made.

Name:

Signature:

Date:

**Acceptable Use Agreement of Ipad/Laptop for Committee Members at Wroughton Preschool 2017**



1. The Ipad/Laptop owned by \_\_\_\_\_ and is their responsibility
2. All Ipad/Laptops storing sensitive information should have software to encrypt the data
3. All Ipad/Laptops storing sensitive information should have password protected screen savers that will appear after two minutes
4. Any unnecessary data should be deleted from the setting Ipad/Laptops immediately and ALL data containing information regarding Wroughton Preschool should be deleted once the committee member has stood down from the Wroughton Preschool committee
6. When the Ipad/Laptop is not being used, it should be switched off and kept secure
7. Whenever possible, the Ipad/Laptop should not be left in an unattended car. If there is a need to do so it should be locked in the boot

I confirm that I have read and understood the Wroughton Preschool E-Safety, Internet, Acceptable Use & ICT Misuse Policies.

Name:

Signature:

Date:

# Parent's consent for web publication of work and photographs



I agree that Wroughton Preschool can use images, sound files, child's work and video that include my son/daughter for use in the child's online journal.

I give permission that my child's keyperson to work on my child's on-line learning journal at home/outside of the setting using their password protected Ipad.

I agree that further permission will be obtained from me for photographs of my son/daughter and work to be used on the preschool website and in other advertising material subject to the rules that this content will not clearly identify individuals and that full names will not be used.

**Signed:**

**Printed:**

**Date:**





# Online Safety Acceptable Use Agreement



Dear Parent

As part of the framework and programme of activities to support children's learning and development, your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. These resources include access to:

- Computers
- Internet
- Digital cameras
- Recorders
- IPod/CD Players

We recognise the important contribution and value that such resources play in promoting children's learning and development; however, we also recognise there are potential risks involved. We therefore have rigorous online safety policies and procedures in place.

In order to support us further in developing your child's knowledge and understanding about online safety, please read the following rules with your child. We then ask that you and your child 'sign' and return the attached sheet to Zena Warburton. 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 partnership.

Full details of the Acceptable Use Policy and Internet Policy are available on our website or a hard copy on request.

Hopefully, you will also find these rules provide you with an opportunity for further conversations between you and your child about safe and appropriate use of the online and digital technologies, both within and beyond the early years setting environment, such as at a friend's house or at home. Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely,

**Claudine Woodman**  
Supervisor

# Acceptable Use Rules at Wroughton Preschool



## This is how we stay safe when we use computers:

I will ask *a teacher* if I want to use the computer

I will only use activities that *a teacher* has told or allowed me to use.

I will take care of the computer and other equipment

I will ask for help from *a teacher* if I am not sure what to do or if I think I have done something wrong.

I will tell *a teacher* if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer.

# Child Agreement:



## Online safety acceptable use agreement return form

Name:

- My parents/guardian are teaching me how to use the computer safely.
- I know the adults looking after me at preschool will help me to stay safe and teach me to use the computer etc correctly by following these rules.

Child Signature:

Date:

# Parent/Carer Agreement:

## Online safety acceptable use agreement return form

- I have read and understood the rules for responsible internet use and give permission for them to access the internet.
- I understand that Wroughton Preschool will take all reasonable precautions to ensure children and young people cannot access inappropriate materials.
- I understand that Wroughton Preschool cannot be held responsible for the nature or content of materials accessed through the Internet.
- I have spoken to my child and will encourage and teach them to use the computer system and internet in a responsible way and to follow these rules at all times.
  
- I agree that Wroughton Preschool is not liable for any damages arising from use of the internet facilities.

I have read and understood Wroughton Preschool E-Safety, Acceptable Use, Internet & ICT Misuse Policies **Yes/No**

Parent/Carer Signature:

Date:

