



Use of Technology Policy

Compton Valley Nursery is committed to the use of technology to help in the provision of the highest standards of care, learning and development. The nursery believes that the use of information technology by staff and children is increasingly important and the nursery is committed to continuing to find new uses for technology in all aspects of the organisation of the nursery, the partnership we seek to build between the nursery and parents and carers and in the programme of care, learning and development offered to children attending the nursery. However, we also understand the need for strong controls over the use of technology and acknowledge the potential for technology to be misused by staff and other stakeholders. As such Compton Valley Nursery has developed the following controls:

- All staff will be offered training (in-house or external) on the use of technology
- Parents will be made aware of the different uses of technology at the nursery and of the controls in place to ensure security of information is maintained at all times
- Parental consent will be sought to any specific or unusual instances where photographs or other information might be produced and used by the nursery
- Should a child bring a camera or other technology into the nursery, staff will seek information from parents/carers about the equipment and ensure it is appropriate for use in the nursery. Where reassurances have been obtained, children will be allowed to use their own cameras, however staff will delete all images taken at the nursery before the equipment leaves the building.
- Where it is relevant, the nursery will seek expert support to ensure the highest levels of controls are in place on all IT equipment, particularly internet enabled equipment. These controls will be monitored and updated at regular intervals
- The nursery computer network will be controlled to ensure that only the manager and those given specific and explicit approval can access the internet
- Staff will not be permitted to bring their own equipment (mobile phones, cameras, USB sticks etc) into the nursery without prior permission from the nursery manager



- it is a serious disciplinary offence for any member of staff to remove photographs, personal information or data, or any other confidential information from the nursery, without prior permission from the nursery manager
- it will be a disciplinary offence for any member of staff to disclose any confidential information or to make personal comments or remarks about colleagues or other stakeholders at the nursery, whilst using any internet social networking sites.
- it is a serious disciplinary offence for any member of staff to access or attempt to access the internet whilst at work, without seeking the prior permission of the nursery manager

