



## **TECHNOLOGY POLICY**

### **Mobile Phones**

The use of mobile phones around the children is strictly prohibited. All mobile phones must be locked in staff lockers within the managers' office. In the event that staff do not have a locker, a box is available within the office for staff to place phones. Members of staff will be required to sign their phones in when they begin work and then back out again for breaks and at the end of the day.

Management will do spot checks to ensure all mobile phones are in lockers and signed in and out correctly. If any member of staff is found in possession of a mobile phone during working hours, disciplinary action will be taken.

Please adhere to these rules at all times. If you need to be contacted in an emergency whilst at work, then please give out the nursery telephone number:- 024 76 222287

The use of mobile phones by parents, carers and visitors to the nursery is also prohibited around the children. If a staff member sees a parent using their phone on the premises, either to take pictures or to make or receive a call, they have a duty of care to inform the parent that it is prohibited. Parents need to leave the premises before making or receiving phone calls and under no circumstances should they take pictures whilst within the nursery.

There are mobile phone signs at the entrance to the nursery and again on the first landing to ensure that visitors, parents and other professionals are aware of the restriction. Parents are informed of our mobile phone policy as part of their child's induction (within the welcome pack)

When taking children on outings we ensure that we take the nursery mobile phone with us. This phone is a basic phone which does not have camera facilities on it.

### **Cameras**

The use of personal cameras is strictly prohibited. All rooms have access to a nursery camera. This is used for the purposes of documenting children's learning and displays.

At the end of the day cameras are locked away by a member of senior management in a lockable cabinet. Once photos have been printed for profiles/displays etc they are deleted from the camera.

### **Nursery Tablets**

The nursery has electronic tablets, which are to be used by the children for accessing pre-loaded children's educational apps. Staff members are not permitted to access any other apps or access the internet for children's use, unless authorised by a manager.



The nursery electronic tablets are also for dual purpose use of recording and updating of childrens personal development files/learning journals. The pre-selected learning journal company app is downloaded on the tablets and staff should only used the app for recording and documenting childrens learning. Staff may also upload pictures/audio/video recording of the children to their online learning journal as per the childrens consent forms.

Staff are not permitted to take the tablets off site. Staff are not permitted to download and access the app from any other personal device other than the nursery tablets. Staff are not permitted to use any of the images/recordings for any other use other than updating childrens learning journals (as pre-consented too)

### **Use of the internet**

The use of the internet is only permitted for use of sites relating to work (e.g. for resources, ideas). Members of staff can only access the internet under the supervision of a room leader or senior management. This internet access is only permitted on the nursery office computers and under no circumstances should be the nursery tablets be used.

### **CCTV**

CCTV cameras are located within all main areas of the nursery. These areas include: all playrooms, the upstairs and downstairs hallways, front porch, drive, garden area and office. These cameras are for security purposes.

Only the nursery directors have access to the previous recordings and these are recorded over after a period of 3 months. There is a monitor within the office which shows the areas in real time.

Parents are informed of the CCTV at induction (in the welcome pack)

### **Links with other policies**

- Safeguarding children
- Child protection
- Whistleblowing
- Outings
- Recruitment
- Welcome packs
- Person in a position of trust

**This policy was written in line with sections 3.4 and 3.7 of the statutory Framework for the Early Years Foundation Stage.**