

E SAFETY, NETWORKING AND MOBILE PHONE POLICY

Principles

This policy encompasses not only internet technology, but also electronic communications via mobile phones and wireless technology. The policy will help support and protect children, young people and staff when using technology in the setting.

Policy

E Safety concerns safeguarding children, young people and staff in the digital world of today's society. E Safety also emphasizes the learning to understand and use new technology in a positive way.

Education on risk and responsibility is part of the 'Duty Of Care' that applies to everyone working with children. All staff need to understand the significance of E Safety which highlights the importance of safeguarding children and keeping them safe which is of paramount importance. E Safety reflects the importance it places on the safe use of information systems and electronic communications.

All staff will be made aware of the potential risks of using social networking sites e.g. Facebook and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.

The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. They must ensure that they:

Comply with current legislation;

Use the internet in an acceptable way;

Do not create unnecessary business risk to Mallusk Community Playgroup by the misuse of the internet.

The following is deemed unacceptable use or behaviour of staff:

Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.

Using the internet to send offensive or harassing materials to others.

Publishing defamatory and/or knowingly false materials about Mallusk Community Playgroup, your colleagues and/or our families who attend the playgroup on social networking sites.

Mobile Phones

All staff and students have to keep their mobile phone in the office. Mobile phones need to be placed on silent and are not to be used during the hours of the playgroup. The only mobile phones in use are that of the Playgroup Leaders and the Deputy Playgroup Leader due to the playgroup not having a landline. These mobile phones will be placed on top of the fridge in the labelled container.

The Playgroup Leader's mobile phone will be used to take photographs/videos for our Facebook Page and these will be deleted when they have been uploaded.

If a member of staff is expecting an emergency/important call they must ask the Playgroup Leader/Deputy Leader for permission to store their mobile phone in the labelled container. Once the staff member has received their call, their phone must then be placed in the office.

