



Use of Information Communication Technology (ICT) & Social Media

Statement of Purpose

Technology is an integral part of society both within and outwith Torphins Playgroup. It enables children to understand the role and impact technology has in the wider world and helps develop skills and confidence that can be used in different contexts. The use of ICT is fundamental in all aspects of children's learning. Throughout the policy the term parents is used to include all main caregivers.

Equality of Opportunity

Torphins Playgroup aims to be inclusive at all times. All children will have the opportunity to access relevant ICT resources to help develop their own individual skills. Resources should be appropriate to the child's age and stage of development and reflect the wider society. Opportunities for staff to develop their skills should be available in order to enhance the learning experience for the children and the Playgroup.

Children

Children should be introduced to and participate in a wide range of activities that use ICT whilst attending the Playgroup. Children will have the opportunity to learn about ICT, developing skills in various aspects of technology e.g. learning to use a digital camera. They will also learn with and through ICT, using equipment as tools for learning e.g. exploring music through use of an Alexa or the internet. The use of ICT includes the use of ANY equipment which allows users (both children and adults) to communicate and manipulate information electronically. Children may use a wide range of equipment including, but not limited to, computers, I pads, I pods, programmable robots, remote controlled cars, laptops, digital cameras, digital recorders, digital microscopes and listening centres depending on current availability. By experiencing and using different types of ICT, in different contexts, children will be developing a variety of skills across the curriculum at a pace that provides individual challenge and enjoyment.

Torphins Playgroup has a duty to ensure that children are protected from potential harm. Staff are responsible for ensuring children access only appropriate material and for ensuring that use of materials appropriated from internet sites complies with Copyright Law and GDPR. Appropriate filters will be applied to ICT equipment and closely monitored by staff, and children will not have access to internet enabled devices unsupervised. A risk assessment will be undertaken to ensure all devices are appropriately set up and monitored to ensure children only have access to appropriate content and digital information is stored securely and devices password protected.

Staff

Staff should possess the relevant skills and knowledge to support children and the setting in the use of ICT. A range of teaching strategies will be used to help develop these skills. Staff will ensure all equipment is in good working order and any faults should be reported to the manager of setting. Resources and software will be reviewed regularly to ensure their effectiveness for the children using them. Children will be shown how to use the equipment and resources safely and staff will monitor time spent by children using ICT. Staff may use ICT and online journals to gather evidence of children's development and progress to share with parents, and strategies should be in place to ensure confidentiality. Internet access will be planned to extend the learning experience and staff will



ensure that the internet is accessed responsibly and safely. All registered workers, must work to the SSSC Code of Practice for Social Service Workers (the Code) and follow the same standards with your online presence as you would in any aspect of your life.

Usage and Storage of Photographs and Personal Data

Specific permission will be sought individually from parents for any photographs or recordings of their child within the setting. This will be sought when the child starts the setting through their registration Care Plan. Photographs will only be taken on devices provided by the setting and staff are not permitted to use their own personal devices.

We will follow best practice by ensuring that:

- Written permission for usage will always specify what the photographs may be used for
- Written permission and usage of the photographs will be deemed as being valid for a specific period of time.
- Photographs will only be stored on the setting's computers and other electronic devices. Where photographs are stored electronically all electronic devices will be password secure.
- Paper copies will be used solely for display purposes or as evidence of the child's progress
- All material with photographic evidence will be stored in a secure place and disposed of appropriately when no longer required.

Use of Mobile Phones

Torphins Playgroup has a mobile phone solely for the use of the setting when on walks or outings. It is passcode protected.

All staff, including volunteers, in the playroom should understand that it is unacceptable to take personal calls whilst working with the children.

Use of Social Networks

Torphins Playgroup recognises that social networking can help the setting to engage with parents and staff and can be beneficial in promoting the Playgroup. Staff should be clear about why social media is being used and what the setting is hoping to achieve by using it. Staff members who will have access to your setting's social media accounts, should all understand the proper and correct use of these social media accounts. Children's images are only used where parental permission has been given in their Care Plan.

Staff may actively use social media for personal use but they must recognise that it is not appropriate to discuss ANY matters relating to children, staff or the workplace through these networks.