

## COMPUTER HEALTH & SAFETY AND IT POLICY



Little Eagles provides children with the use of various technological equipment including, digital cameras, tablets and/or computers. Children should not be responsible for moving equipment, plugging in or switching technology on/off without this being part of its use with a member of staff present.

It is the responsibility of staff to ensure that ICT equipment is stored securely, cleaned regularly and the area is kept tidy and free from clutter. All electrical equipment is tested annually under the Portable Appliance Testing regulations.

Staff will ensure that cables are well tied back so that they cannot be caught on anything and that sockets are not overloaded. A clear access to the on/off switch at the mains should be ensured in case of needing to turn the power off in an emergency.

Food and drink should not be consumed near ICT equipment.

Staff will ensure that the children use technology comfortably and that if applicable, seating is at an appropriate height to avoid the dangers of continuous use, the volume is appropriate and that lighting does not create glare. Children will be encouraged to use both hands when using equipment as appropriate. Children will only access online resources with an adult present (all sites are managed through the School's filtering policies) and be limited with their use of technology.

Staff will use an online portal for tracking learning journeys and sharing the day remotely with parents. Parents will complete a pro-forma to log-on to these secure, restricted access areas. Staff upload using a small tablet with connectivity to Wi-Fi. Any images will be taken directly within the secure portal when connectivity allows. Any images taken to be used later when connectivity allows will be deleted from the gallery and will only be taken on the Little Eagles devices. Please note, cameras are prohibited within the toilet/nappy changing areas.

### Rules for Responsible Computer Use

- 🦅 All internet activity should be deemed appropriate
- 🦅 Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden
- 🦅 Only files relevant to Little Eagles will be accessed via the specific computer portal
- 🦅 No file will be sent or stored out of the school network
- 🦅 USB drives will be used for off-site working and be housed in the setting
- 🦅 Email correspondence will be from the relevant setting address only and be polite in nature
- 🦅 Social networking sites must not be accessed on setting equipment
- 🦅 An individual's online presence reflects on the setting – actions captured via images, posts or comments must be considered to reflect a positive code of conduct of the staff position.  
Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings
- 🦅 Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate, should make their manager aware
- 🦅 Staff may not use their personal mobile phones in the setting
- 🦅 Computer files and internet history may be monitored