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Unit 1 Carndonagh Business Park, Station Road, Carndonagh 🕾 087-1709355

**Use Of Photos, Multimedia and internet Policy**

This policy is underpinned by Childcare act 1991 regulations 2016

**Statement of Intent:**

The service will ensure that the use of multimedia will be age appropriate and supervised when used.

**Policy and Procedure:**

Only the staff in the service use the laptop. Internet is also used in the service to support the professional work of staff, to allow effective planning and to enhance the service management information and business administration systems.

**How will filtering be managed?**

Management are responsible for ensuring that the appropriate filters are applied to the PCs/laptops in the service. Management will also review the sites accessed. (Monthly)

We plan to add ICT to our service for the children in the coming months. Children will have access to CDrom installed preapproved games only. In the case where applications are used we endeavour to purchase applications which can be played solely “offline”.

The staffs/service computer are two separate entities. Staff my never use the children’s computer for work. The children may never use the service computers.

If a member of staff uses the service laptop/PCs for work, they must ensure that they logout immediately on completing the work.

If staff management discover unsuitable sites have been accessed on the services PCs, they must be reported to the person in charge (Denise) immediately so that the filters can be reviewed.

**Managing Content:**

Staff is responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any Internet derived materials by staff or by children complies with copyright law.

**Communication:**

Children will not have access to e-mail. Staff using e-mail will use the company e-mail address. This address must not be used for personal e-mail.

**On-line Communications and Social Networking:**

On-line chat rooms and social networking sites such as Facebook or Twitter will not be used at the service.

Staff will not discuss individual children or their setting on Facebook, twitter or any other social networking site.

**Mobile Technologies:**

Mobile phones are not permitted within the class rooms, during school times. The taking of photographs on mobile phones other than Bright Beginnings Phone is prohibited.

Photographs shall only ever be taken on Bright Beginnings phone for use in displays, observations, learning records etc.

Children may not bring mobile phones, tablets, or similar devices into the service

**Television/DVD:**

Television/DVD viewing is not provided for in the service.

**Gaming Machines e.g. PlayStation, Nintendo Wii, Xbox:**

Gaming machines are not used in the service.

**Music CDs:**

At the service we value music because it is a powerful and unique form of communication that can change the way children feel, think and act. It also increases self-discipline and creativity, aesthetic sensitivity and fulfilment. The CDs used are appropriate for young children and will contain no offensive or inappropriate language. Radios stations will not be listened to in areas where children can hear them as the content may not be suitable. Music will not be played too loud so that the children’s voices may still be heard.

**Camera and Video Devices:**

We are aware of the need for sensitivity when taking photographs and observe the following:

* Parental permission will always be sought before photos or videos are taken.
* Only the services mobile phone and used to take pictures.
* Staff are not allowed to take pictures with picture phones or their own personal cameras. (If this is breached disciplinary action may be necessary).
* A photograph will only be taken if the child does not object to having his/her photograph taken.
* Photographs are used to show positive issues (e.g. a piece of work that the child has worked hard on or is pleased with, children playing cooperatively together etc.)

Where photographs, videos or even samples of children’s work are to be displayed outside the servicewe seek parental permission for this to happen. Examples of this are newspaper reports, articles in early year’s publications or exhibitions of children’s work.

We will always get prior permission from parents/guardians for any images/videos collected that we would like to post on Facebook or other social media.

Students visiting professionals or researchers, who need to take photographs or videos as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way. Further parental permission will be sought in this instance.

Videos are also occasionally used in the service for many of the above purposes. In particular we may use them for observations of children’s play to further our understanding, or for assessment and planning tools

**Parents/guardians Photographing and Videoing Children:**

Parents/guardians may not take photographs or record children in the service without the consent of the Management

**Use of Photographs:**

Photographs are used throughout the servicefor a variety of purposes. We use the school phone to take photos for observations of the children with parent consent.

Generally early years’ practitioners take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved.

In addition, we use photographs for:

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| **Photographs:** | **Purpose:** |
| Displays of children’s work | A record of ideas and topic references  |
| Examples of children’s play | As a part of an individual child’s profile  |
| Classroom areas | To show the range of activities  |
| Class albums | For children to look at and talk about |
| Policy folders | To explain the work of the service to parents/guardians and visitors |
| Special events and festivals | As a record of the year and for children and parents/guardians to look at and talk about |
| Birthday display | Used as a class resource for talking about birthdays, months of the year etc. |
| Photographic maps of the service and local environment | A resource for topic work  |
| From home  | To act as a link between home and the service |
| Children’s own photographs  | Children take photographs on the digital camera, to gain experience in technology |

**Storage of Photos:**

Photographic or video recording will not be stored on devices in the service for extended periods of time. If a photograph is likely to be used again it will be stored securely and only accessed by those people authorised to do so. We will not re-use photos more than one-year-old, without further permission from the subject of the photo or the parent, as applicable.

**Disposal of Photographs:**

In the event that we no longer require a photo it will be disposed of as confidential waste. When photos are destroyed, the negatives will be destroyed as well if applicable. Where the image is kept electronically

* The CD disk will be made unusable.
* The memory card / USB stick erased.
* The computer file deleted.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Teacher Denise Moore Teacher Sue Porter

 Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_