SOCIAL MEDIA & ICT

Amendment History

Revision	Author	Description of change	Date
1	Karen Walls	Amendment history added	November 2005
KASC policy	Carol Hooper	Adapted from adopted Playgroup policy	August 2006
2	CH/SM	Amendment to wording	March 2007
3	CH/SM	Merge Playgroup and KASC policies; update footer	March 2008
4	CH/SM	Amended re AbilityNet equipment	October 2008
5	CH/AF	Amended re internet and web use	October 09
6	CH/AF/HS	No change	October 2010
7	CH/HS	No change	October 2011
8	CH/HS	Refer to EYFS	October 2012
9	CH/KG	Minor amendments only	September 2014
10	CH	Reviewed, no substantive changes	November 2016
11	CH & SF	No changes	February 2018
12	CH & KS	Re-name: 'Social Media & ICT' Add guidelines for use of social media as part of marketing & publicity	February 2019
13	CH & SF	Reviewed and provided more details in the section entitled 'Communication Programme'.	November 2019
14	CH	No changes	July 2022
15	CH, TH & XF	Updated to include Famly	July 2023

SOCIAL MEDIA & ICT

We live in a rapidly changing technological world where technology is extending human capacities. Children and adults need to understand, experience and make an active contribution to this world in order to learn, communicate and develop the appropriate skills.

Electronic communication and social media (including, but not limited to, emails, websites, Facebook and Twitter) are an integral part of everyday life. All use of such technology at the setting or on behalf of Playgroup is subject to all of Playgroup's policies, in particular the Confidentiality Policy, including propriety and behaviour in the community and declaration of interests (which includes reference to mobile phones, social media and networking sites), and the provisions of the General Data Protection Regulations (GDPR).

AIMS & OBJECTIVES
- To integrate the use of technology in the setting
- To integrate the use of technology in communication systems
- To encourage children to find out about and identify the uses of technology in their everyday lives and use computers, programmable toys and familiar equipment to support their learning and communication
- To be clear about learning outcomes
- To encourage children to use ICT as a tool to access other forms of learning and develop the skills needed to do this
- To develop understanding of everyday uses of technology
- To develop familiarity and technological literacy through a range of products which may be easily understood and accessed
- To integrate technology in role-play activities as a reflection of the world about us.
- To encourage children and staff to use the Internet to gain knowledge and support learning.
- To support the use of technology for communication purposes
- To encourage children to work collaboratively, sharing knowledge, skills and enjoyment.
- To develop a skill-based approach the use of technology, including computers and social media, putting the child and the user in control of the equipment rather than the other way around.
- To integrate ICT throughout the whole of the EYFS

INTERNET AND WEB USE
All users of internet based communication are reminded that the information is in the public domain and is subject to the confidentiality policy in the same way as other communication. A positive gateway is controlled by the main office computer to ensure children do not access inappropriate material.

FAMLY

All children attending Kineton playgroup will have a personal online learning journey which records photos, observations and comments, in line with the Early Years Foundation Stage to build up a record of the child's experiences during their time at playgroup.

This is being developed using Famly a system that is being hosted on secure severs in the EU.

The parents guide and terms of use are included in appendix 1 to this policy.

COMMUNICATION PROGRAMME: EMAILS, WEBSITE & SOCIAL MEDIA

Care is taken to protect sensitive and confidential information. In particular:

Emails: Board members, staff and parents use e-mail for communication on a regular basis. Passwords protection and secure and confidential email addresses are all used to protect sensitive information.
- External communication to a third party identifying a child is sent via our secure and confidential 'welearn' accounts. We have two 'welearn' accounts: one for general correspondence (Manager and deputies access) and one for safeguarding matters (Safeguarding Leads access).
- Password protection of documents attached to emails when sensitive data is involved (eg payroll).
- Email accounts are password protected. The email accounts can be accessed by the Manager and Deputy Managers.
- Group emails are sent using Bcc.

Electronic documentation: Again passwords, encryption and secure and confidential email addresses are all used to protect sensitive information.
- Access to the office computer (access by Manager and Deputy Manager Admin) and Manager's laptop (access by Manager) are password protected.
- The staff room computer has two accounts, one of which is not password protected and not used to store sensitive data. The other account is password protected (access by Manager, Deputy Manager Admin and Deputy Manager Childcare).
- All computers, memory sticks and external hard drives are encrypted and accessed using a password (a different password is used for each device). Key person's memory sticks can be accessed by each individual key person, the Manager and Deputy Manager Admin may access all memory sticks.
- Back up onto the encrypted external hard drive is completed weekly.

Website:
- Children's names are not used on the website.
- First names only of staff and Board members are shown, with their permission.
- Photographs are only used with written permission.

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Facebook page:
- o Administrative access is controlled by a designated Board Member.
- o Comments on the Facebook page are monitored by the designated Board Member. Any inappropriate comments are blocked.
- o No playgroup posts are made which may identify any children (whether by name or photograph) save with the express permission of the parents of the children concerned and, where appropriate, of the children themselves.

Social media:
- o All social media use follows guidelines similar to those set out for Facebook, as appropriate to the media used.

EQUAL OPPORTUNITIES AND DIFFERENTIATION

All children will have equal access to technological equipment regardless of gender, race, culture or ethnicity, disability or class. However positive action may be taken to ensure that all children who have a particular need are given priority of access. These needs may be due to physical or developmental reasons (eg requirement for specialist equipment) or social need (eg no opportunity for access at home). Differentiation within a group will be implemented through the assessment procedures where each child has an individual development plan through target setting procedures. Specialised equipment and resources for children with additional learning or physical is available.

TEACHING METHOD

The environment of Playgroup will be one which reflects our present technological world and where children can access equipment, computers and programmable toys with ease and confidence. Such equipment will be integrated within the role-play context.

STAFF DEVELOPMENT

Training may be undertaken by staff to increase skills and knowledge so that they are able to use appropriate technology for planning, teaching, record keeping, communication and access to further knowledge. All staff may access training provided by outside agencies.

HEALTH AND SAFETY

Health and Safety procedures regarding computer use and use of electrical equipment will be adhered to as set out in the 'Health and Safety Policy'. Each member of staff accepts responsibility for their own health and safety and that of children in their care. Each board member accepts responsibility for their own health and safety when on playgroup business.