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**Internet Usage & Social Networking Policy**

**Internet Usage**

Lavington Pre-school has the Internet installed in the office only. This allows effective communication between parents regarding children’s attendance, enquiries etc., and for staff to access resources online. The intention of this policy is not to stop staff from conducting legitimate activities on the Internet, but serves to flag-up those areas in which conflict can arise.

At Lavington Pre-school:

* Staff can freely access the internet for pre-school matters e.g. finding resources, online shopping for supplies
* Personal use is not permitted.
* Emails may be read by admin staff, managers or committee officers.
* Staff should be aware of viruses which could lurk in emails
* Staff are requested to be careful about content that they search out or download

**Social Networking**

When someone is identified with Lavington Pre-school or discusses their work, they are expected to behave appropriately when on the Internet. Specifically:-

* Staff are not to use social networking sites (Facebook, Twitter etc) during working hours.
* Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work-related information whether written or pictorial in this way. Our confidentiality policy must be adhered to at all times, even outside of working hours.
* Staff are not permitted to post anything onto social networking sites such as Facebook or Twitter that could be construed to have any impact on the pre-school’s reputation.
* Staff are not permitted to post anything onto social networking sites that might offend any other member of staff or parents using the preschool.
* Staff are requested to maintain their status as a professional childcare worker and therefore are urged to think twice before fostering online friendships with parents. Parents are asked to respect this professional relationship.
* If a staff member believes something has been written which gives rise to concerns within this, or any other policy, this must be discussed with the Manager or Committee Chair.

**Photographs**

On admission, parents are required to give permission for Lavington Pre-school to take and use photos within the pre-school such as for their folders, displays, the website and other marketing material. In these situations the names of the children photographed will not be displayed.

Photos are to be taken on the Lavington Pre-school camera only and this must stay at Lavington Pre-school. Photos are printed directly from the camera and are not uploaded to any pre-school computer.

Staff are not permitted to keep photos on their own personal computers, phones or cameras etc.

Photos that are no longer needed are shredded.

At Lavington Pre-school we often invite an official photographer into the setting to take professional photographs of individual children. We undertake our own risk assessment in terms of the validity of the photographer/agency involved and establish what checks and vetting has been undertaken. Procedures ensure that levels of supervision are appropriate to safeguard the welfare of children at all times when visitors are present.

**Mobile phones**

Staff mobile phones are not to be used on site unless the pre-school phone is out of service, and are not permitted in the playroom or garden during opening hours.

*Failure to adhere to this policy may result in disciplinary action.*

This policy was adopted at a meeting of Lavington Pre-school Management Committee

held on: ………………………………… (date)

Signed on behalf of Lavington Pre-school :

Name of signatory: …………………………………

Role of signatory: …………………………………

Reviewed on: ………………………………… (date)

Signed on behalf of Lavington Pre-school :

Name of signatory: …………………………………

Role of signatory: …………………………………