Young Friends Kindergarten
Acceptable Use of Technology Policy
Reviewed: July 2025
Next Review: July 2026
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Our Values
Our approach to technology use is founded on responsible care, safeguarding, and transparency:

- **Sustainability** – Looking after devices and data to reduce waste and risk
- **Respect** – Using technology with integrity, protecting privacy and wellbeing
- **Authenticity** – Real engagement over screen-time shortcuts
- **Supportive Leadership** – Clear boundaries and consistent training for staff
- **Community** – Parents and professionals understand our expectations and systems

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Policy Statement
This policy ensures that all staff, visitors and professionals use technology within legal, professional and ethical expectations. We use technology to support learning, enhance communication and improve safety — not as a substitute for meaningful interaction.
Every staff member has a responsibility to model safe, appropriate and respectful technology use.

Purpose

- To safeguard children from digital risk and inappropriate exposure
- To protect data and uphold GDPR
- To support professional, secure communication and conduct
- To ensure accountability in how we use and care for devices

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Applicability

- Staff
- Visitors
- Families
- Professionals

Definitions
Technology includes:
Phones, laptops, tablets, computers, walkie talkies, CCTV, smart watches, the Famly app, social media, Almas fingerprint system, and any other digital or recordable device or platform.

Key Areas Covered

- Famly (communication and records platform)
- Photos, videos and images
- Social media and personal conduct
- Data handling, password protection and remote access
- Walkie Talkies, CCTV and trip phones

- Mobile phones and smart watches (personal and nursery-owned)
- Equipment care and maintenance
- Online safety and Prevent Duty
- Professional identity and behaviour online

Core Expectations and Procedures

1. General Use

- No technology may be used to access illegal, harmful or inappropriate content
- All devices must be used with respect for privacy, safety and safeguarding
- Concerns must be **reported immediately** to management
- Personal email accounts and devices must **never be used for work matters**
- OneDrive is used to back up files — **only accessible by management**
- Staff are trained in online safety during induction

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2. Famly App

- Primary method for parent communication
- GDPR compliant and encrypted via AWS servers
- Only managers can approve Famly app use on personal devices for emergency or work-from-home days
- All use is monitored — no personal messaging or unscheduled usage
- Managers and deputies may access it for fire registers and communication only

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3. Photographs and Videos

- Devices are **nursery-owned iPhones** with **no SIM cards**
- Photos are stored securely and deleted routinely
- Images must never show identifiable children online without consent
- See our **Images Policy** for full guidance

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4. Mobile Phones and Smart Watches

- **No personal devices** during working hours
- Must be stored in designated **lock boxes** and only accessed on breaks
- Nursery iPhones used only for planned activities or urgent communication
- Trip leaders use designated trip phones — tested and deleted after use

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5. Social Media and Online Conduct

- Staff must not list Young Friends on public profiles
- **Never share personal profiles** with parents (past or present)
- **No nursery-related posts, photos or location tags** on personal pages
- All content is managed centrally and follows strict safeguarding procedures
- Political or ideological views that contradict our values must not be shared publicly
- Staff pages may be monitored for breaches of this policy
- Any form of online bullying or harassment must be reported to management immediately
- Online behaviour is considered part of professional conduct
- Reports of concerns can be made to:
  📞 0344 381 4772
  ✉ helpline@saferinternet.org.uk (Professionals Online Safety Helpline)

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6. CCTV

- Used for safeguarding, reflection, and accountability
- Stored securely and deleted automatically after 2 weeks
- Requests for viewing by parents or external professionals must be in writing and reviewed case-by-case
- Operates under Data Protection Act and GDPR regulations

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7. Walkie Talkies

- Each staff member is responsible for their device
- Must be stored securely and handled professionally
- No child should use walkie talkies independently
- Language must be concise and respectful at all times

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8. Cybersecurity and Digital Hygiene

- No unauthorised downloading or copying
- Staff may not install or use apps or files without permission
- All external emails are screened for phishing
- Files and communications are verified before data is released

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9. Online Safety and Prevent Duty

- Staff must be aware of how extremist content can appear online
- We equip children (through age-appropriate storytelling and discussion) to understand online risks and ask for help
- All films, songs or online media shown to children must be **U-rated and approved**
- Parents are informed about any media that may be discussed at home

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10. Device Maintenance and Responsibility

- All devices are labelled and tracked
- Stored securely at night
- Damage or faults must be reported immediately
- Management reserves the right to seek reimbursement for damage caused by negligence

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Linked Policies

- Images and Recording Policy
- Communication Policy
- Safeguarding and Prevent Duty
- GDPR and Confidentiality
- Staff Code of Conduct
- Parent Code of Conduct