**COMPUTERS, INCLUDING STORAGE OF INFORMATION, SAFE DISPOSAL OF ELCETRONIC EQUIPMENT AND INTERNET SAFETY POLICY AND PROCEDURES**

Keeping children safe is always of paramount importance to us. In order to ensure the children can access the computer safely we:

* Do not keep the internet password stored on the computer/tablets. Section Leaders can input the password to download apps from reputable, trusted sources only. They must then ensure the internet password has been removed before they leave the computer.
* The 2-3’s children’s tablet is only ever to be used as an adult-led activity.
* Children are encouraged to use a sand timer to measure the time they spend on the 3-5’s computer or tablet.
* Practitioner tablets can only access apps that are authorised by the management team and access to the internet is blocked. The apps which staff can access without authorisation are 2 simple, photos and gallery.
* Discuss how to use computers safely with the children on a regular basis.
* Sign up to monthly newsletters from UK Safer Internet; sharing this information with our families as appropriate. Practitioners and families can also access a free online e-safety briefing at <http://moodle.ndna.org.uk>
* We will respect the wishes of parents who ask for their children not to have access to the computers/tablet, even when supervised.

In order to keep safe information stored on computers and tablets safe:

* We ensure the office computers have separate passwords and file storage accounts for managers and practitioners.
* All tablets have passwords.
* Practitioner tablets can only access apps that are authorised by the management team and have no access to the internet.
* Any portable storage devices, such as USB sticks, will have all documents password protected.
* Store practitioner tablets in the office overnight. The office has a coded lock; it is always kept locked overnight.
* Keep up-to-date anti-virus and filtering programs running on our computers.
* All staff are made aware at induction that the computers must be used in an acceptable way, including that material related to violent extremism is prohibited.
* All email accounts are monitored by the nursery management team. Any emails with inappropriate content will be reported to the internet watch foundation [www.iwf.org.uk](http://www.iwf.org.uk)
* When computers need to be disposed of we will ensure they have all data wiped from them. In accordance with our local councils advice we will take all old electrical equipment to our local household refuse site.

Policy revised October 2018 Lisa Gray