**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 children can access electronic equipment safely we:

* Do not keep the internet password stored on any 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.
* In toddlers, the children’s tablet is only ever to be used as an adult-led activity, for short periods of time.
* In preschool, children are encouraged to use a sand timer to measure the time they spend on the 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 Evidence Me, the camera and photo gallery; the rest are password controlled.
* Discuss how to use electronic devices and the internet safely with 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 access a free online e-safety course at [Online Safety Course for Parents | Myleene Klass (nationalonlinesafety.com)](https://info.nationalonlinesafety.com/free-parents-course)

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

* We ensure the office computers have separate accounts for managers and practitioners.
* All tablets and computer accounts have passwords.
* Any portable storage devices which may leave the building, (such as USB sticks), will have documents password protected.
* 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 owners. 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 take all old electrical equipment to our local household refuse site.

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