

Acceptable internet use and Social Networking Policy



Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS)

We recognise that many staff and parents choose to use Social Networking sites. Our setting has a high reputation to protect comments on networking sites which could have an impact on us all.

No staff member may ever mention or discuss the fact that they work at Mereworth Pre-School or any matters concerning the pre-school on any internet site, chat room or on any Facebook/Social networking page and/or site. **THIS IS A DISCIPLINARY OFFENCE.**

If staff and/or parents are "friends" on Social Networking sites then there should be **no** discussion of Mereworth Pre-School or the dissemination of photographs of children, staff or parents. This is also explained to parents when they join Mereworth Pre-School.

On any social networking site, staff must **NOT** discuss any aspect about the pre-school including:

- The children's activities/events carried out at the setting
- Staff
- Or any parent or family member.

Social networking sites used should be set to private to chosen family & friends. No workplace details to be entered on the information section. No 'tagging' of photos which may be posted. All tags are to be removed from photos taken at school events.

In the event if any member of staff breaks these regulations, a disciplinary action will take place.

This applies to all social media sites including but not limited to: -

- Facebook & Facebook messenger
- Twitter
- What's app
- Skype
- Snapchat
- Instagram
- You tube
- Pinterest
- Flickr
- Tumblr
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The Pre-School Committee will manage the settings Facebook account (with security level set at the highest level). The aims of our settings Facebook page are solely to be used for advertisement purposes and for the sharing of appropriate information to the wider community. Content will be planned, and information will always remain professional. The effectiveness of this page will be continually monitored in relation to these aims.

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No identifiable pictures of children/staff/parents will ever be shared via social media.

Staff must not post photographs of any child or parent who attend the setting. Staff must also adhere to the setting's Acceptable use of Mobile Phones and Cameras Policy.

Parents must be reminded that they are not permitted to post photographs, which may contain images of children other than their own, to Social Networking sites with regards to Mereworth Pre-School, for example group photographs from an event such as Sports Day or any other event.

Staff may not access personal email accounts or social networking sites unless they are on their lunch break, in a staff area, away from the children.

No photographs of staff in their setting uniform may be placed on any chat room or unofficial website.

Pictures of any children, parents, staff or volunteers must never be down-loaded onto any website, chat-room or email account.

Staff must adhere to all our policies always.

Unacceptable Behaviour

The following is deemed unacceptable use or behaviour by employees:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Using the computer to perpetrate any form of fraud.
- Using the internet to send offensive or harassing material to other users.
- Hacking into unauthorised areas.
- Publishing defamatory and/or knowingly false material about Mereworth Pre-School and/or colleagues and/or parents/children on any social networking sites, blogs (online journal), wikis, and any online publishing format.
- Revealing confidential information about Mereworth Pre-School in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff/parents/children and/or internal discussions.
- Undertaking deliberate activities that waste staff effort or networked resources.

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Date of Policy:	June 2018
Date to be reviewed:	June 2020
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	

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I can confirm that I have read and understood Acceptable internet use and Social Networking Policy.

Date	Name	Signature
	Jenny Thompson	
	Jackie Moffat	
	Andrea Burghardt	
	Valerie Bell	
	Julie Davoren	
	Sue Allen	
	Hayley Bull	
	Celia Jeffrey	
	Lisa Barker	