



## Safe Internet usage Policy

**Objective:** Learning Ladder aims to provide a safe and secure environment to the staff and children and takes all measures to ensure these are expanded to all media of communication and information including the internet.

**Policy:** We maintain a strict policy of regulating the use of the internet within the classroom setting and to maintain regular checks to ensure that children are not exposed to inappropriate information or unregulated access to the web.

**Procedure:** To uphold the policy, we must ensure the following:

### Internet usage and safety:

- We have the duty to ensure children in our nursery are not exposed to any inappropriate information.
  - Teachers will guide children in online activities that will support learning outcomes planned for their age and maturity
- The use of online services have to be approved by the manager before being implemented in the classroom. Internet usage to be included in the weekly planning submitted to the manager
- The sites will be pre checked by the Teacher or Manager prior to the lesson
- Children will use the internet with the direct support and supervision of staff
- Internet access will be planned to enrich and extend learning activities

### Nursery Website and Social Media

- The nursery website is [www.learningladdernursury.com](http://www.learningladdernursury.com). The contact link leads to an email directly to the manager at:
  - [info@learningladdernursury.com](mailto:info@learningladdernursury.com) for Cluster V
  - [contact@learningladdernursery.com](mailto:contact@learningladdernursery.com) for Cluster Q
- The children will not have access to email
- Learning Ladder Facebook page to be used as admin only by the nursery manager
- Consent to share pictures to be filled out in the registration form
- List of "No Pics on FB" and/or "No Pics on Wesbite" to be maintained and regularly updated by the manager. List to be shared with the teachers
- Teachers to take group pictures without the no consent children or with them on the sides to enable easy editing before uploading
- Photos of children with no consent should not be uploaded in any form i.e. face should not be blacked out etc
- Photos of children taken during the week to be uploaded on Thursday
- Parents and children's full names shall not be mentioned on social media
- Online chat rooms for personal use should not be used in the nursery

