



Ladybirds Acceptable Use Policy (Revised 4th January 2025)

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

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child **Positive Partnerships** **Enabling Environment** **Learning and Developing**

Introduction

At Ladybirds Preschool we recognise the use of social networking applications by parents / carers. The requirements of this policy apply to all uses of social networking applications. Social networking applications include, but are not limited to:

- Blogs, for example Blogger
- Online discussion forums, such as netmums.com
- Collaborative spaces, such as Facebook
- Media sharing services, for example YouTube
- 'Micro-blogging' applications, for example Twitter

Parents / carers should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection, (G.D.P.R.) and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation.

Procedures

Social Networking as part of Preschool Service:

All proposals for using social networking applications as part of a preschool service (whether they are hosted by the preschool or by a third party) must be approved by the Committee first.

Preschool Facebook Group /Account:

Preschool Social media groups / accounts are intended for the use of communication between the Preschool and children's parents / carers, as well as to improve communications between parents / carers whose children attend the Preschool and may only be used for the purposes laid out by the Preschool.

Parents / Carers accessing the preschool Facebook group are required to follow the conditions laid down in this policy. Any expression of a personal view about the Preschool or County Council matters in any electronic form of communication must be endorsed to that effect. Any use of the network that would bring the name of the preschool or County Council into disrepute is not allowed. Any breach of these

conditions may lead to withdrawal of the user's access, monitoring and / or retrospective investigation of the user's use of services, and in some instances could lead to criminal prosecution.

The Conditions of Use below apply to all uses of social networking applications by all preschool representatives. This includes, but is not limited to, public facing applications such as open discussion forums and internally-facing uses such as project blogs regardless of whether they are hosted on the preschool network or not.

Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct. Ladybirds Preschool expects that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with these Conditions of Use.

CONDITIONS OF USE:

Personal Responsibility:

Users are responsible for their own behaviour and communications. Parents / carers will be expected to use the resources for the purpose for which they are made available. It is the responsibility of the user to take all reasonable steps to ensure compliance with the conditions set out in this Policy, and to ensure that unacceptable use does not occur. Users will accept personal responsibility for reporting any misuse of the network to the Chair of the Preschool Committee.

Acceptable Use:

Users are expected to utilise the network systems in a responsible manner.

- Must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the pre-school into disrepute.
- Must not be used for the promotion of personal financial interests, commercial ventures or personal campaigns
- Must not be used in an abusive or hateful manner
- Must not be used to discuss any individual / personal matters relating to preschool matters, staff, children or parents. Users are encouraged to consider whether the social networking site is the appropriate channel or whether a private and confidential discussion with the pre-school would be more appropriate

Users are expected to abide by the rules of network etiquette. These rules include, but are not limited to, the following:

- Be polite – never send or encourage others to send abusive messages.

- Use appropriate language – users should remember that they are representatives of the Preschool on a global public system. Illegal activity of any kind is strictly forbidden.
- Do not use language that could be calculated to incite hatred against ethnic, religious or other minority groups.
- Do not harass/stalk others or encourage others to harass/stalk
- Privacy – do not reveal any personal information (e.g. home address, telephone number) about yourself or other users. Do not trespass into other users' files or folders.
- Password – do not reveal your password to anyone.
- Electronic mail – is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Do not send anonymous messages.
- Disruptions – do not use the network in any way that would disrupt use of the network by others.
- Files held on the Preschool's network will be monitored by the manager and the Committee Chair.
- It is the responsibility of the User (where appropriate) to take all reasonable steps to ensure compliance with the conditions set out in this policy document, and to ensure that unacceptable use of the Internet does not occur.

Unacceptable Use:

Examples of unacceptable use include, but are not limited to, the following:

- Allegations or complaints about staff or children of the preschool
- Accessing or creating, transmitting, displaying or publishing any material (e.g. images, sounds or data) that is likely to cause offence, inconvenience or needless anxiety or bring the Preschool into disrepute.
- Accessing or creating, transmitting or publishing any defamatory material.
- Receiving, sending or publishing material that violates copyright law. This includes through video conferencing and web broadcasting.
- Receiving, sending or publishing material that violates Data Protection Act or breaching the security this act requires for personal data.
- Transmitting unsolicited material to other users (including those on other networks).
- User action that would cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.

Additional guidelines:

Ladybirds Pre-School, St Francis Church Hall, Beatrice Road, Salisbury SP1 3PN, Tel: 01722 502234,
EY145917, Charity Number: 1058636

- Users must comply with the acceptable use policy of any other networks that they access.

Procedure Following Inappropriate Use by Parent / Carer:

Where the preschool views the use of social networking sites by a parent/ carer as unacceptable it shall contact the person concerned to discuss the matter in an effort to resolve the issue and request the removal of the information from the site concerned. If the parent / carer refuses to remove the information and continues to use social networking sites in a manner that the preschool considers inappropriate, the preschool will consider:

- Taking legal advice and/or legal action where the information posted is defamatory in any way or if the circumstances warrant this;
- Set out the Preschool's concerns to you in writing, giving you a warning and requesting that the material in question is removed;
- Contact the Police where the Preschool feels it appropriate – for example, if it considers a crime (such as harassment) has been committed; or in cases where the posting has a racial element, is considered to be grossly obscene or is threatening violence;
- If the inappropriate comments have been made on the preschool website or online forum, the Preschool may take action to block or restrict that individual's access to that website or forum;
- Contact the host/provider of the Social Networking site to complain about the content of the site and ask for removal of the information;
- Take other legal action against the individual.

SERVICES:

There will be no warranties of any kind, whether expressed or implied, for the network system offered by the Preschool. The Preschool will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

MEDIA PUBLICATIONS

Written permission from parents or carers will be obtained before photographs of children are published on social media by the pre-school. Named images of children will only be published with the separate written consent of their parents or carers.

Children's work will only be published on social media (e.g. photographs, videos, tv presentations, web pages, etc) if parental consent has been given.

Parents must not publish photographs of other peoples' children on social media site.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Children's Rights & Entitlement Policy*
- *Confidentiality Policy*
- *Data Protection Policy*
- *Employment & Staffing Policy*
- *Equality and Diversity Policy*
- *E-safety Policy*
- *Information Sharing Policy*
- *Mobile, Camera & Social Media Policy*
- *Parent Involvement Policy*
- *Photograph and Video Policy*
- *Safeguarding & Child Protection Policy*
- *Sen/Inclusion Policy*
- *Usage, Storage & Retention Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy

January 2025

Review Date: January 2027

*** This policy was adopted by the committee on**

Signed: Jean De Garis

Reviewed Date:

Signature:

Amendments:

Reviewed Date:

Signature:

Amendments:

Reviewed Date:

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