



Clann Aire

Clondrohid Community Crèche & Playgroup,
Clondrohid,

Mac room,

Co. Cork.

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The use of the internet and Photographic and Recording Devices

Clann Aire Crèche, Pre-school and After-school are committed to ensuring the correct use of the internet for both childcare practitioners and children within the service and we set clear guidelines to follow in relation to photographs and recordings for the children.

Internet and Email usage

This policy ensures that any child within Clann Aire is not permitted to access the internet without the supervision of a childcare practitioner. Where children have supervised access to the internet some sites are restricted.

The email system and internet must only be used by childcare practitioners for educational or business purposes. (Please see our Social Media policy for more detail).

Photographic and Recording devices

This policy ensures that Clann Aire needs signed parental permission before taking any photographs and recording of their child. The parent has the right to refuse if they are not comfortable with their children in photo to be used;

- inside our centre i.e. displays and sharing the child learning
- on Child Paths i.e. observations, curriculum planning and sharing with other parents
- on our website
- Class dojo will be used to communicate with preschool parents from September 2020. Any concerns or questions parents may have for staff regarding their child will have to be done over this app due to the restrictions of COVID 19.

We do not put photos of the children on our Facebook page. The parent has the right to change their consent at any time. All consent will be reviewed on a regular basis.

Parents are NOT permitted to take any photos or video recording of any child within our centre. (Please see our Ban on Photographs and Video recording Policy for more detail)

Maintaining Confidentiality and Security

We use tablets in each room on a daily basis. We use the tablets to take photos for various purposes. If we take a photo we take it for a purpose i.e. observations. As soon as we have used that photo for the purpose intended we will delete that photo from the device. All our tablets are protected by a pin number to gain access and the shut down at the end of each day. Our computers in the office go into sleep mode after a short length of time and they are protected by a personal password. We use portable devices to print off photos when needed or to upload to the computer. An automatic virus check will run when documents are opened.

Clann Aire's internet should not be used for any private use i.e. any material or information that a person does not want anyone else to see.

This policy was adopted by: Clondrohid Community Crèche, Pre-School & After-School services

Updated: Dec 2020

Signed by: _____
On behalf of the Management, Staff & Parents