



The use of the Internet and Photographic Recording Devices

Policy Statement:

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.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and Tusla's Quality and Regulatory Framework.

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's photo to be used;

- inside our centre i.e. displays and sharing each child's learning
- on Child Paths i.e. observations, curriculum planning and sharing with other parents
- on our website

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 recordings 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 daily. 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 are 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.

Signed by: Hazel Murray on behalf of Management (Manager, Owner, Chairperson)

Date: 02/09/24

Review Date: September 2024.