



Furzehill Childcare Centre

Acceptable internet Use Policy

EYFS: 3.1-3.8

Legislation

- Data Protection Act 2018
- General Data Protection Regulation (Regulation (EU) 2016/679)

Related Policies

- Whistleblowing
- Social Networking
- Safeguarding Children/Child Protection
- Online Safety

This policy describes the rights and responsibilities of staff using resources, such as computers, tablets, the internet, landline and mobile telephones, and other electronic equipment. It explains the procedures you are expected to follow and makes clear what is considered acceptable behaviour when using them. These devices are a vital part of our business and should be used in accordance with our policies in order to protect children, staff and families.

All networks, computers and digital photography equipment are the property of Furzehill Childcare Centre and are only to be used as part of your professional role unless specific permission has been granted by the managing director. No software or hardware must be installed on any computer unless specific permission has been granted by the managing director. Passwords and logins must not be disclosed to anyone other than where appropriate or without the permission of the manager. ICT equipment belonging to Furzehill Childcare Centre **MUST NOT** be used for personal reasons at any time unless permission has been sought and granted by the managing director nor must work email addresses be used for personal use in relation to receiving and sending information electronically.

Storage of personal photo's, information and/or any form of personal information or communication is not permitted on the organisations computer or other ICT equipment. Removal of any ICT equipment other than when granted by the managing director from the centres that the organisation operates from is **FORBIDDEN**.

No personal computers, mobile phones and digital photography equipment are to be used on site or when accompanying children on outings unless specific permission has been granted by the managing director. This includes mobile phones, which may only be used during your lunch break if no children are present. If you are the emergency contact number when accompanying children on an outing you must only use your phone for your professional role.

Reasonable precautions must be taken to secure data or any equipment taken off sight. Guidance should be sort form the managing director with regards to safeguarding and security of any media/IT equipment. Any incidents relating to this must be reported immediately to the managing director- Lucy Coleman. Deliberate acts which result in a breach of this policy will be considered an act of gross misconduct and as such will instigate the start of a disciplinary procedure.



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Electronic communications must be compatible with your professional role and must be written clearly to avoid misinterpretation. The Managing director reserves the right to monitor the use of all Furzehill Childcare Centre networks, computers and digital photography equipment. If there is cause to believe that unauthorised use is taking place or if the system is being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound the disciplinary procedure will be instigated immediately. Any incidents for concern must be reported to the designated person for child protection immediately.

Email

We expect all staff to use their common sense and good business practice when using email. As email is not a totally secure system of communication and can be intercepted by third parties, external email should not normally be used in relation to confidential transactions.

Emails must not be used to send abusive, offensive, sexist, racist, disability-biased, sexual orientation based or defamatory material, including jokes, pictures or comments which are potentially offensive. Such use may constitute harassment and/or discrimination and may lead to disciplinary action up to and including summary dismissal. If you receive unwanted messages of this nature, you should bring this to the attention of your managing director.

In addition to this, remember:

- No email is secure always ensure you send case sensitive information in a password protection system (not compressed folders).
- Work emails **MUST** not be used for personal emailing and must not be accessible to anybody outside of the organisation.
- Ensure your work email is not connected with Facebook, Twitter or any other social media site.
- Delete emails once you have read them, action them or securely file the information attached – make sure you delete them from your deleted file as well.
- If you need to save the information contained in an email print it off and file it appropriately.
- **DO NOT** use your work email address for anything other than work related activities i.e. it is not permitted to be used for ordering/signing up for something or opening accounts etc.
- Ensure that no member of your family has access to your password for your work email account- this is a serious breach of conduct and would result in dismissal if someone else was able and is reading your emails.
- Do not link your work email account to any other accounts online.
- All passwords for email accounts will be issued by the managing director and **MUST** not be changed unless you are instructed to do so.
- Email accounts will be set up with an agreed recovery email and phone number, this **MUST** not be changed unless you are instructed to do so.
- If you leave the employment of Furzehill Childcare Centre your email account will be closed down after your last date of employment on no account can you continue to use the account after your employment has ceased.



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- The managing director reserves the right to monitor the use of emails and check accounts periodically. Anyone found in breach of this policy will or may be subject to disciplinary procedures. Any serious breach of confidentiality or safeguarding through the use of emails will result in dismissal.
- If you are unsure what is safe practice, ask.

Internet access

You must not use the internet facilities to visit, bookmark, download material from or upload material to inappropriate, obscene, pornographic or otherwise offensive websites. Such use constitutes misconduct and will lead to disciplinary action up to and including dismissal in serious cases.

Each employee has a responsibility to report any misuse of the internet or email. By not reporting such knowledge, the employee will be considered to be collaborating in the misuse. Each employee can be assured of confidentiality when reporting misuse.

Personal use of the internet, email and telephones

Any use of our electronic communication systems (including email, internet and telephones) for purposes other than the duties of your employment is not permitted.

Emergency personal calls need to be authorised by the managing director and where possible, be made on your own personal mobile phone outside the nursery.

Disciplinary action will be taken where:

- the privilege of using our equipment is abused; or
- unauthorised time is spent on personal communications during working hours.

Data protection

When using any of our systems employees must adhere to the requirements of the General Data Protection Regulation 2018 (GDPR). For more information see our Data Protection and Confidentiality Policy.

Downloading or installing software

Employees may not install any software that has not been cleared for use by the managing director onto our computers or systems. Such action may lead to disciplinary action up to and including summary dismissal in serious cases.

Using removable devices

Before using any removable storage media which has been used on hardware not owned by us (e.g. USB pen drive, CDROM etc.) the contents of the storage device must be virus checked.

This policy was adopted on	Signed on behalf of the nursery	Date for review
11 th March 2022	L. Coleman	11 th March 2023
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