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**Covingham Roundabout Pre-School LTD**

1.7 Staff Use of Computers and Electronic Communications Policy

### Policy statement

# Personal blogs

You are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law or disclose any of the early years setting’s confidential information, breach copyright, defame the company or its suppliers, customers or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

# Social networking websites

The early years setting respects employees right to a private life. However, the early years setting must also ensure that confidentiality and its reputation are protected. It therefore requires that if you use social networking websites to:

* ensure that you do not conduct yourself in a way that is detrimental to the early years setting; and
* take care not to allow your interaction on these websites to damage working relationships between members of employees and service users of the early years setting.

## Cyber bullying

The early years setting is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. The early years setting can provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

# Monitoring

The early years setting reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes: data, email and voice mail boxes, and other employer provided electronic storage systems. The early years setting also reserves the right for business and security purposes to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. The early years setting also reserves the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of the early years setting’s electronic systems, the rights of the other users, and to ensure compliance with the early years settings policies and obligations.

**Legal framework**

Data Protection Act 1998.

Malicious Communications Act 1988

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| This policy was adopted at a meeting of | Covingham Roundabout Pre-School Ltd |  |
| Held on | 30/09/2019 |  |
| Date to be reviewed | 30/09/2020 |  |
| Signed |  | |
| Name of signatory | Sarah Randall & Paul Randall | |
| Role of signatory (e.g. chair/owner) | Directors | |