

Internet & Social Network

We seek to facilitate the proper and extensive use of I.T in the interests of how it can assist learning and development today. This policy is intended to provide a framework for the responsible and legal use of email and internet and explains both general and specific monitoring which takes place to secure acceptable use of our facilities

All employees using the Internet and e-mail at work must comply with the Health and Safety policy, Tapestry Policy and Confidentiality policy.

I.T resources are provided to facilitate an employee's work. Use for other purposes, such as personal e-mail or recreational use of the World Wide Web, is allowed as a benefit to staff. Such access is not a right. Any use must not interfere with the employee's duties or any one else's use of facilities for work purposes and must not, in any way, bring the Nursery into disrepute.

While the Nursery routinely monitors the overall patterns of e-mail and Internet usage it does not, in the normal course of events, specifically identify the use made of the facilities by any individual employee. However, a record of log-ins is maintained and may be considered in an investigation for improper use and disciplinary procedures may follow.

Any children who use the internet via the computer or tablets will be closely monitored by staff at all times. Any changes to web pages will be made by a staff member.

Definitions of Unacceptable Use

Unacceptable use of nursery computer and internet resources are:

- The viewing, retention or distribution of material that is offensive, obscene or indecent, except in the course of recognised research or teaching that is permitted under UK and international law
- Causing annoyance, inconvenience or needless anxiety to others.
- Defamation
- Intellectual property rights infringements
- Unsolicited advertising ("spamming")
- Attempts to break into or damage computer systems or data held there on
- The distribution or storage of pirated software
- Non work activities which generate heavy network traffic, especially those which interfere with others' legitimate use of computing facilities or incur a financial cost

Blocking and monitoring internet access

The Nursery maintains a policy of blocking access to web sites containing pornographic or other material that could be deemed offensive. All such access to these sites is logged and monitored. If monitoring reveals possible evidence of criminal activity, or a repeated breach of the computing regulations policy by attempting to access these sites or similar sites a disciplinary investigation will be instigated, and the police may be notified (where relevant).

Other Investigations

Where specific allegations are received relating to the conduct of the employee the Nursery reserves the right to check computer files held on backup files and on hard disks. In such cases the individual will be informed of the allegations and the nature and scope of the investigation being undertaken. On rare occasions the police may request information regarding an individual's computer records. In such cases access to information will be governed by legal process.

Other Access Requirements or Restrictions

Individuals should not assume that the Nursery's system is secure. If employees use the Nursery Internet or email access to carry out on-line transactions the Nursery takes no responsibility for any part of the transaction and is not liable for any failure of security that might occur as a result of the transaction.

Social Networking

To safeguard staff and nursery users to ensure that any use of social networking sites takes place within clear and explicit professional boundaries.

- Under no circumstance are staff to use personal social networking sites on any of the nursery computers.
- Staff are not to give their personal contact details to any child, parent / carer or any professionals involved with our setting.
- Staff are not to give their personal emails to any child, parent / carer or any professionals involved with our setting.
- Staff are not to use internet or web-based communication channels to send personal messages to children or parents / carers.
- Staff are not to have secret social contact with children or their parents.
- Any social contact with children or parents must be shared immediately with the manager / deputy in her absence. A record of this will be maintained in the staff file.
- Staff are asked to consider the appropriateness of any social contact according to their role and nature of their work. Advice may be sought from the manager / providers.

Staff must be aware of their responsibility to Eversley Nursery School when using social networking sites in their personal time. Our confidentiality policy must be adhered to at all times, inside and outside working hours. It is important to maintain your status as a professional childcare worker and therefore we would ask all staff to exercise caution before fostering online friendships with parents.

We do not expect staff to have any children, parents / carers, volunteers or professionals involved with our setting as friends on Facebook, Instagram or any other social networking site.

Disciplinary action could result if Eversley Nursery School is brought into disrepute.

**This policy was revised & updated on the 15th August 2022
Eversley Nursery School**