

HARPOLE DAY NURSERY

INTERNET POLICY

The internet can be freely accessed for nursery matters (including finding resources, planning etc) during working hours. Personal use must be restricted to breaktimes or after work.

In order to protect our facilities:

- Staff must not download music. Our contract with our internet provider means that we have a limit to the data we can download every month and music and video files are very large.
- Staff must be aware of viruses which could lurk in emails. Whilst using the nursery internet facilities staff must not open any emails from names that aren't recognised in order to protect the nursery computer from potential viruses.
- Staff must be aware that all incoming and outgoing emails can be read by our web host manager and the nursery manager. This is not intended to infringe on staff privacy, but the internet is a very public way of communicating and like all companies, management reserves the right to ensure that the name of the nursery is not brought into disrepute.
- It is vitally important that staff are careful about content that they search out or download. Every time you view a page on the internet, it is possible to trace your visit back to the nursery computer. This means that it is possible to tell if the nursery computer was being used to look at inappropriate web pages.
- Staff must be aware of their responsibilities to the nursery when using social networking sites such as Facebook. Our confidentiality policy must be adhered to at all times, even outside of working hours. It is important to maintain your status as a professional childcare worker and therefore we would urge you to think twice before fostering online friendships with parents. Disciplinary action could result if the nursery is brought into disrepute.
- Children are to be encouraged to use the internet if appropriate but must be supervised at all times when in the office.

Signed on behalf of the nursery

Date