



Internet Policy

The internet can be freely accessed for nursery matters (including finding resources, planning, etc.) during working hours.

To protect our facilities:

- Staff must not download personal music/films, etc.
- Staff must be aware of viruses which could lurk in emails. Whilst using the nursery's internet facilities, staff must not access the email page and must not open any emails in error 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 the Nursery Manager / Director. 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.
- Staff must only use photographs taken in nursery to upload to children's individual learning journals, which are password-protected by each parent/carer, or used for wall displays within the setting/website with consent. All photos will be deleted after upload/daily, and management will check weekly to ensure recycle bins are empty.
- It is vitally important that staff are careful about the 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 always be adhered to, 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/carers. Disciplinary action could result if the nursery is brought into disrepute.
- Children are to be encouraged to use the internet to access educational learning sites, but must always be supervised.