

Victoria Park Day Nursery CIC – E-Safety Policy

Victoria Park Day Nursery CIC provides the use of computers and internet facilities for use by the staff. The office computer is used to access the internet for information used in the planning of activities, booking training courses, and communicating with external agencies. The children's computer is used for age appropriate software only, and does not have access to the internet.

Computer use in the nursery

- The computer systems are owned by Victoria Park Day Nursery CIC, and have appropriate software. The computer for the children's use is located in the back room; the children's profile (password protected) does not have access the internet. The Admin profile (password protected) can access the internet to run any software or hardware updates. Only the nursery Supervisor and Directors have access to this password.
- Victoria Park Day Nursery CIC reserves the right to examine or delete any files that may be held on any its computer systems and/or email servers, and we reserve the right to monitor any internet sites visited.
- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Use for gambling is forbidden.
- Copyright of materials must be respected.
- Use of any computer system to access inappropriate materials such as pornographic, racist or offensive material etc is forbidden.

Rules for Responsible Computer Use

Staff

- All Internet activity should be deemed appropriate.
- Other user's files will not be accessed without their permission.
- Computers will be used only for agreed reasons.
- Computer discs/memory stick drives will not be used without prior permission.
- Permission from Supervisor or Deputy will be requested before using the internet.
- E-mail correspondence will be directed only to people who work closely with the nursery (ie external agencies) and messages sent will be polite and responsible.
- Social networking sites should not be accessed at any time of the day.
- Computer files may be checked and Internet sites visited may be monitored.

Children

- The children will not have access to the internet at any time.
- Children will use only age appropriate software in the setting.

Confidentiality and Staff Behaviour

- Staff should at no times post anything on Social Networking Sites or send private messages regarding children, their parents/families, other staff at the setting or any other day-to-day nursery issues.
- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings.
- Staff are to maintain professionalism whilst using social networking sites.
- Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate, should make the supervisor or one of the directors aware immediately.

All staff must adhere to the above. Any breach of these could result in disciplinary procedures and may result in the termination of their contract.