

# Bambino Ltd

## Internet Policy

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	20/11/2012	Scott Roberts	Annual review: no changes
1.3	12/03/15	Sharon Peach	Inclusion of more stringent requirements regarding social media
1.4	19/03/14	Sharon Peach	Removal of the clause stating staff may not 'Like' a status.
1.5	28.02.16	Jo Stainsby	Introduction of rules surrounding nursery devices and restrictions
1.6	16.01.17	Heather Clark	Staff not having internet access on devices has been removed. This is now enabled with restrictions.
1.7	01/10/18	Sharon Peach	Removal of sentence saying social media can be used to maintain contact with parents

## Internet Policy (Including e-safety)

The internet can be freely accessed for nursery matters (including finding resources, planning etc) during working hours. Personal use must be restricted to break times 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 to blog, tweet or post comments. 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 at all times. Whilst the company respects your right to a private life the company would ask staff to think about the impact of using social media in that private lives may become public from time to time and professionalism may be affected. The nursery may take disciplinary action for detrimental conduct online. It is not a breach of privacy for the nursery to view your online postings.
- Staff must not post anything onto social networking sites such as 'Facebook' or 'Twitter' that mentions the nursery or their employment there. Staff must not name

the nursery as their employer whilst employed and even after employment has ended.

- Detrimental comments about the nursery and employment by the nursery even after employment has ended, that bring the nursery into disrepute, may lead to legal action.
- Staff must be aware of their conduct online at all times. Whilst an employee of the nursery, they must not write anything that causes detriment to their own reputation eg swearing, criticism of nursery or other staff.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- The nursery actively discourages staff online relationships with parents so that professional boundaries are not breached.
- Staff must regularly check privacy settings and hide private details from the public.
- Staff must not comment on the official nursery Facebook page status updates.
- Children are to be encouraged to use the internet if appropriate but must be supervised at all times when in the office.
- Disciplinary action could result if the nursery is brought into disrepute through employees' activity on social media or this policy is not adhered to.

As part of our commitment to Child Protection, we need to ensure that there is no possibility of un-authorized media of the children being taken or shared online.

Therefore these steps should always be followed:

- Staff must only use approved devices to record/photograph within the setting. These are stored in the office when not in use.
- Nursery devices must not be used for personal purposes
- Never emailing personal or financial information.
- Ensuring children are supervised using internet devices and the content is appropriate.
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not

If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

